

Job Title: Associate/Senior Associate – Communications

GENERAL

Location of Job: Gurugram

Type of Employment: Contractual, renewable on basis of performance and project requirements

No. of Position: 1

Reporting to: Manager– Strategic Partnerships & Communications

Annual Salary: 5–6 Lacs

Attach your portfolio as you apply for the job.

Applications without portfolio would not be considered.

1. JOB PURPOSE

We are looking for an passionate, energetic and independent design and communications professional to become a part of our growing team working in the Non-Profit sector. This role will provide the scope to learn and contribute to various facets of the internal and external communications strategy of organisation, as part of the Strategic Partnerships and Communications team.

Candidate needs to have a problem solving approach, work in a fast paced environment, and be highly accountable and outcome driven.

2. KEY ACCOUNTABILITIES

A. Graphic Design and Video Editing

- o Design eye-catching graphics, infographics, and other digital visual assets for social media, newsletters, campaigns, reports.
- o Design graphics for printed materials (e.g., boards, standees, brochures).
- o Create templates for recurring content to enhance brand recognition.
- o Adapt existing design files for various purposes by adjusting dimensions, text, and adding unique elements.
- o Create basic video edits for social media platforms, incorporating engaging visuals, music, and text overlays, while adhering to platform-specific video requirements.

B. Social Media Management

- o Day-to-day handling of social media platforms.
- o Posting content and monitoring response metrics
- o Monitoring and responding to comments, messages
- o Setting up automated response flows where applicable

C. Support in any other work pieces for the organization, as required.

3. Other Indicative Requirements

Educational Qualifications

- Bachelor's degree required. Degree in Graphic Design, Communications, Marketing, or a related field preferred.

Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.)

- Strong portfolio showcasing visual design skills and creative ideas.
- 1-2 years of demonstrable experience in graphic design, preferably in the non-profit sector (including internships and volunteering)
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro) or similar design software.
- Familiarity with social media platforms, and tools such as Hootsuite, Canva, Mailchimp, SurveyMonkey etc.
- Knowledge of print production processes and design for print

How to apply-

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **contact@pmspl.net**.