

Work in the mountains!

Position: Communications Coordinator

Job Location: Dehradun or Dharamshala

Experience: 2-5 years skills & experience in a communications role with a not-for-profit or social impact organisation

Details: Full-time position (48hrs/week) for a minimum of one year

Application Procedure: Please apply via the form

CLICK HERE



Introduction

Waste Warriors Society is a non-profit organisation catalysing systemic change to solve the waste management crisis of the Indian Himalayan Region. Our work lies at the intersection of Climate Change, Biodiversity Habitat Conservation, and Informal livelihoods. With a team of 200+ Warriors spread across various locations nestled in the beautiful landscapes of Uttarakhand and Himachal Pradesh, we strive to create effective waste management solutions across urban and rural landscapes, with a special focus on eco-sensitive and tourist areas.

Position Brief

We are looking for a Communications Coordinator* to work from our offices in either Dehradun or Dharamshala. You will be working with the Communications team in tight collaboration with the project teams. Your work will focus on executing project-specific communications strategy to meet project objectives. To do so, you will be in constant contact with Project Managers across our project locations in Uttarakhand/Himachal Pradesh. You will be tasked with producing highly-engaging community campaigns, coordinating the execution of project IEC, and producing content for support materials (social media campaigns, reports, newsletters, etc) in both written and multimedia formats. You should be able to do so in near-flawless English and Hindi as well.

*The designation will be decided based on skills and experience as per the organization's benchmark.

Duties & Responsibilities

- Prepare and execute the project-specific communications strategy in collaboration with the Communications and Project teams, to help meet its strategic objectives.
- Support the role of the Communications team in sourcing, collating, and transforming content from project locations and teams.
- Plan and supervise development of culturally-relevant IEC materials such as posters, films, ppts and other communication collaterals by working with freelance designers.
- Coordinate with Project Managers to receive material collected at the various project locations in a raw photo, video, and audio format to produce digital content.
- Plan and execute online and offline campaigns in collaboration with the Digital Content Associate and project teams.
- Draft/edit important external communication such as monthly project reports.
- Support the PR initiatives to engage local and international media to disseminate WWS activities and views.
- Ideate and organise training programs along with the Communications team for project teams to improve their communication skills .
- Other cognate and related duties may be required from time to time by WWS.

An Ideal Candidate Will Have

- Have completed a Bachelor's degree or professional diploma in Languages, including English and/or Hindi ; Journalism or Mass Communications / Media, PR or related fields.
- 2-5 years of experience in behaviour change communications (BCC), Information Education Communication (IEC) campaigns etc, content production, project management etc.
- Have a deep interest in the broad environmental theme, with an interest to learn more about waste management in India.
- Be proficient in the use of Canva for campaign designs, photo and video editing.
- Have the creative flair and demonstrated writing skills in English and Hindi.
- Stay ahead of trends and conversations that can create engagement and give WWS a louder voice and create content that makes WWS participate in those trends in media, social media etc.
- Be proficient in using and sharing material from Google Drive and Apps (Docs, Sheets, Slides, Forms) as well as WeTransfer, DropBox etc.

Key Skills and Attributes

- Access to your own computer is absolutely necessary.
- Great people-skills with the ability to communicate effectively with team members.
- Proven ability to meet deadlines and respect calendars and schedules.
- Proactive, creative and with a problem-solving attitude.
- Able to effectively manage workload and demonstrated capacity to deliver work from any location.
- Hardworking, confident, and diligent.

Waste Warriors is committed to providing a workplace free from discrimination or harassment. We expect every member of the Waste Warriors community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.