



INTERVIEW FOR THE POSITION OF COMMUNICATION OFFICER / IT PERSONNEL CUM SOCIAL MEDIA COORDINATOR

A. Objectives

- Develop and implement communication strategies to enhance the organization's visibility and outreach.
- Maintain and strengthen relationships with internal and external stakeholders.
- Ensure consistent and clear messaging across all communication channels.

B. Responsibilities

The Communication Officer will be responsible for:

- 1. Strategic Communication Planning:**
 - Develop and execute a comprehensive communication strategy that aligns with organizational goals.
 - Create and manage communication plans for specific projects, initiatives, and campaigns.
- 2. Content Creation:**
 - Produce high-quality content for various platforms, including social media, newsletters, press releases, and the organization's website.
 - Ensure content is engaging, accurate, and aligned with organizational messaging.
- 3. Managing Online Platform:**
 - Monitor platforms analytics to track traffic, user behavior, and other key metrics.
 - Perform routine maintenance to ensure the platform functions smoothly, including fixing broken links, and optimizing platform's performance.
 - Updating websites, handling social media, creating infographics and creating reels.
- 4. Internal Communication:**
 - Facilitate effective communication within the organization.
 - Develop internal newsletters, announcements, and other communication tools to keep staff informed.
- 5. Stakeholder Engagement:**
 - Manage communication with stakeholders, including partners, donors, and community members.
 - Plan and coordinate events, workshops, and meetings.
- 6. Monitoring and Evaluation:**
 - Track and analyze the effectiveness of communication strategies and activities.
 - Prepare reports, record Minutes of the Meeting and make recommendations for improvements.
- 7. Brand Management:**
 - Ensure consistency in branding and messaging across all communication materials.
 - Oversee the development and maintenance of brand guidelines.

C. Required Skills and Qualifications

- Bachelor's degree in Information Technology, Communications or any related field.
- Minimum one year experience.
- Excellent writing, editing, and verbal communication skills.
- Proficiency in using communication tools and platforms (e.g., social media, content management systems).
- Ability to work independently and as part of a team.
- Upholding Professional ethics

D. Duration and Time

- Duration of the position- 1 year extendable till 3 years (2 months probation period)
- Working hours: 9:00 am to 6:00 pm

E. Location

- Location: Delhi NCR
- Mode of work: Hybrid

F. Remuneration

Rs. 50000 - Rs. 60000

G. What We Offer

- Competitive salary.
- Opportunities for professional development and career growth.
- A collaborative and supportive work environment.

H. How to Apply

Interested candidates should submit their resume, cover letter, and any relevant work samples (Link of already developed websites and copy of blogs etc) to **chip.foundationindia@gmail.com** by **8th August, 2024 by 5:00 pm**. Please include "Communications Officer Application – [Your Name]" in the subject line of your email.

CHIP LLP is an equal opportunity employer and welcomes applications from all qualified individuals.
