

POSITION: Communications Coordinator

NO. OF POSITIONS: 2

LOCATION: Mumbai

DESCRIPTION: The purpose of the Communications Coordinator is to assist the communications manager with creating required internal and external communication material. By doing so, to build a brand for Bright Future, and ensure brand consistency across communications.

RESPONSIBILITIES

- To create/collate/curate content (writing scripts, interviewing the beneficiaries and stakeholders) for the videos to be used for promotional purposes so as to showcase the impact of the organization
- To design various collaterals (center exhibits, brochures, annual reports etc.) required for the organization and keep them updated.
- To keep online platforms (Facebook, Twitter, Instagram, and LinkedIn) of the organization up to date and share the updates on these platforms as per the social media calendar created
- To capture, edit and process the photographs depicting the impact of Bright Future
- To assist in promoting the brand of Bright Future (online and offline marketing, media, events etc.) and ensuring that the guidelines are followed by the team

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Qualifications: Any Bachelor degree

Years of Experience : 2 years of experience working in a similar marketing role. Preferably in the development sector

REQUIRED KNOWLEDGE

- Colour Theory for Designing
- Standard Marketing and branding concepts
- Current trends in social/digital media marketing
- Knowledge about current trends in social/digital media
- In-depth Knowledge of the organization and the model
- Knowledge about the sector"

REQUIRED SKILLS

- Proficient in designing software like Illustrator, Corel draw, Photoshop
- Proficient in video editing software like Sony Vegas, Adobe Premiere Pro
- Expert at Photography and videography
- Interviewing skills
- Good command over the following languages – English, Hindi and Marathi



- Good research skills
- Good writing, presentation and communication skills
- Good command over English, Hindi and Marathi
- Proficient with MS Word, PowerPoint and Excel
- Good organizational skills
- Design / Aesthetic sense"