

Job Description- Communications Volunteer

About Atma:

Atma provides strategic solutions to help education NGOs scale. Each year, we choose a cohort of organisations to become partners, and provide them with up to three years of holistic consultancy support & management expertise. Atma recruits professional volunteers from around the world to execute projects with our partner organisations.

Location	Mumbai/Pune
Time Commitment	Full Time (2-3 months)
Reporting To	Atma Consultant

Possible Projects	Key Responsibilities
<ul style="list-style-type: none"> • Logo Design • Two Pagers • Newsletters • Annual Report Design • Website Design • Branding Guidelines 	<ul style="list-style-type: none"> • Design collaterals using PhotoShop, Canva, Microsoft Office
<ul style="list-style-type: none"> • Videography • Photography 	<ul style="list-style-type: none"> • Cover events including but not limited to fundraisers, workshops and trainings. • Create a bank of photographs capturing the work of Atma portfolio organisations. • Create photo-stories to be used on platforms and mediums such as Facebook, Websites etc. • Work with the communications team to conceptualize and produce promotional videos • Document day-to-day working of Atma's partner organisations.

Skills & Competencies	Excellent design skills, creativity, working knowledge of design programmes.
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