



About the Organization:

Sol's ARC is a registered charitable trust that has been working in the field of inclusive education since the past 17 years. We build inclusive learning solutions from education to employment to improve learning and employment outcomes for the most vulnerable children in India

Our vision is "Every last child learns"

We are looking for a dynamic and enthusiastic individual who can contribute towards the organization image by facilitating communications & key partnerships for Sol's ARC.

If...

- You are excited about working in dynamic organization that is on a growth trajectory.
- You are equally comfortable leading or supporting others to lead work.
- You are a confident facilitator.

Join our spirited team in fulfilling our vision of ~~No child left behind~~ and impacting the education sector at scale.

Job title: Communications Lead

Location: Mumbai.

Reports to: Program Director

Key relationships:

Internal: Project Heads, Executive Director

External: Partner Clients, Donors, Trustees-

Role purpose:

The Communications Lead will be responsible for developing communication strategy (Internal and External) creating, managing, and communicating content; messaging; and strengthening the communications skills and capacity of other team members.



Crystal Paradise, 101, 1st Floor,
Dattaji Salvi Road,
Off Veera Desai Road,
Andheri (W), Mumbai 400053.



022 2635 0834
+91 98672 19041



contact@solsarc.ngo



www.solsarc.ngo

Key responsibilities	Deliverable Outcomes
Communications	<ul style="list-style-type: none"> • Develop long and short-term organizational communication strategy and set up systems & processes for execution of communication strategies. • Ensure Sol's ARC presence across all social media and ensure increase Sol's Arcs presence in social media platforms • Initiate planning, creation, and timely distribution of social media content for all of Sol's ARC platforms including (but not limited to) Facebook, Twitter, Instagram, Pinterest, YouTube, LinkedIn, and Snapchat in order to drive awareness, and lead engagement and conversation. • Review upgrade and manage Sol's Arcs website • Develop, execute and oversee written communications including presentations, speeches, news stories, web content, case stories, white Papers, and correspondence. • Build capacity of the staff and Support in implementing and fine-tuning their communication strategies and outputs; • Identify and coordinate n maintain professional relationships with key press and community leaders. • Prepare content for internal or external newsletters and other media coverages/ press briefs. • Track, analyse, and report on performance of website and social media
Person specification	
Qualification:	<ul style="list-style-type: none"> • Master's degree in communications, public relations or any relevant field • Fluency with WordPress and social media. • Knowledge of analytical tools such as Google Analytics
Prior Experience:	<ul style="list-style-type: none"> • 5 to 8 years



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Essential skills:	<ul style="list-style-type: none"> • Proven success in designing and executing communication strategies • Superior with verbal and written communications skills such as, writing, editing, and proofreading skills • Up to date with Industry trends and able to stay ahead of the curve • Deep understanding of the media and communications landscape with a track record of generating and copy-editing communications products • Proficiency in communications product design, including layout, graphics, and formal/legal requirements • Experience in managing and updating content across media platforms, including traditional and social media outlets • Capacity to write and synthesize materials and communicate information in a manner easily understood.
Essential attributes:	<ul style="list-style-type: none"> • Highly developed analytical skills, with the ability to apply creative solutions to complex problems • Collaborative, team-focused, and willing to use skills to support others' work • Able to independently handle communication strategy at the organization. • Highly organized and capable of planning, managing, and executing initiatives from start to finish • Ability to work independently and with digital tools, prioritize tasks, work under tight timeframes, and meet deadlines • Ability to write and articulate/communicate complex ideas in simple, understandable terms for different audiences – AI ready covered • Humility, willingness to consider others' perspectives • Commitment to gender equality, diversity, and inclusion
Working Hours	10 am – 6 pm / Mon-Fri
Remuneration (INR)	As per experience and Industry standards.

To apply, please send your resume and few samples of your work to afreen.mirza@solsarc.ngo



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