



## JOB DESCRIPTION CONTENT WRITER

**Job Title:** Consultant - Content Writing

**Organisation:** Jan Suraaj Foundation

**Location:** Patna, Bihar, India

### **About JSF:**

Our mission is to develop and empower progressive youth leaders across India.

Starting our journey in Bihar, we have built a network of 24,000+ youth leaders who run Youth Clubs to serve their local communities. Youth leaders organise sports events, remedial education classes and cultural gatherings for their members, while also deepening Jan Suraaj's core values. We believe our youth leaders will emerge as future entrepreneurs, social workers and elected representatives.

Our youth leaders draw their motivation and energy from Prashant Kishor, the founder of Jan Suraaj. He has been walking across Bihar's villages and towns since 2nd October 2022. During his padyatra, he inspires the youth to join forces with Jan Suraaj to help transform Bihar from a state of poverty and helplessness to a region of prosperity and hope.

Jan Suraaj Foundation's values are based on Mahatma Gandhi's life and work, especially his teachings of ahimsa, satya and sarvodaya. We are also inspired by Dr. B. R. Ambedkar's struggle for equality and justice and his focus on the primacy of education. Our work is guided by India's democratic and constitutional values that lay the foundation of people-led good governance, i.e. Jan Suraaj.

### **Position Overview:**

We are seeking a content person with excellent, creative writing skills in Hindi, can work with deadlines and understands social media.

## **Key Responsibilities:**

### **1. Video Script Writing:**

- Write short, medium and long scripts for videos
- Optimise scripts for various social media platforms

### **2. Core Content Writing:**

- Write and edit flyers, posters, ads for various core campaigns and programs

### **3. Social media writing:**

- Write captions, copies, thumbnails

### **4. Report Writing:**

- Write internal and external reports
- Write minutes of meetings

### **5. Presentations:**

- Write and prepare presentations for program launches and reviews

### **6. Quality Control:**

- Review all script errors, ensuring that the final output is of the highest quality.

### **7. Project Management:**

- Manage multiple projects simultaneously, ensuring timely delivery and meeting project deadlines

### **8. Adaptability:**

- Stay updated with the latest editing, page making and publishing trends, tools, and techniques to maintain high creativity and innovation

## **Qualifications:**

- A strong portfolio showcasing your writing and editing skills, creative writers with published work will be given preference
- Proficiency in MS Office - Word, Powerpoint, Excel, knowledge of Adobe InDesign is highly desirable and will be given preference
- Excellent understanding of storytelling and social media best practices.
- Strong creative and collaborative skills, with the ability to work closely with cross-functional teams.
- Exceptional attention to detail and ability to produce high-quality work in a fast-paced environment.
- Strong time management and project management skills.
- Bachelor's degree in a related field like literature, journalism is a plus, but not mandatory.

### **Application Process:**

Interested candidates are invited to submit their resume and a cover letter to [recruitment@jansuraaj.foundation](mailto:recruitment@jansuraaj.foundation).

This JD was published in June 2024 and applications will be accepted on a rolling basis. We encourage you to apply as soon as possible as applications will be closed once each position is filled. Shortlisted candidates will be contacted for an interview.

Jan Suraaj Foundation is committed to diversity and inclusion and encourages candidates from all backgrounds to apply. **Join us in our mission to drive positive change and empower communities in Bihar!**

