



Consultant -Communications

About SEWA Bharat

Self-Employed Women's Association (SEWA) is a movement to empower women working in the informal economy. SEWA Bharat is part of the national SEWA movement. Established in 1984, it is a national federation of SEWA organisations of women working in the informal economy. SEWA Bharat emerged out of the need to address the SEWA movement's challenges with geographical expansion and coordination. SEWA Bharat comprises a family of SEWA organisations to further informal women workers' rights, livelihoods, financial independence, education, health and social security.

Overview

The 'Consultant - Communications' will be involved closely with the SEWA Bharat Communications Team and the Skill Development Coordinator in creating and curating high-quality communications deliverables.

Key responsibilities and tasks:

- Identifying and writing case studies relevant to the organization
- Scripting, shooting and editing videos of case studies and testimonials
- Developing and designing final mid-term reports (quarterly and yearly)
- Social media ideation, creation and execution as per a pre-decided calendar
- Photography and documentation support
- Collection & coordination of grassroots content:
 - Collaborate with state teams to collect and organize content
 - Tell stories of trade groups, microentrepreneurs, and collective social enterprises
 - Maintain and update the repository of case studies, photographs, video content etc.
 - Strengthening internal channels of communication to reduce the knowledge gap on rights and entitlements at the grassroots level
- Coordinate with SEWA Bharat states, other verticals and field teams to ensure the timely delivery of communication outputs
- Contribute to building the capacity of SEWA Bharat staff in using digital media tools

- Work closely with programme coordinators for potential campaigns and partnerships with external parties working in the non-profit, development space
- Any Other Task as assigned by the Supervisor
 - Support Programme Coordinator in any other tasks as assigned by them

Key Skills and Qualifications:

- 1) 2-3 years prior experience in communications at a think tank/government organization/civil society organization/other related companies
- 2) Strong copy-editing skills
- 3) Experience in content ideation and creation
- 4) Ability to cater to programme and overall communications needs of the organisation
- 5) Excellent communication skills especially written and verbal communication in English and Hindi
- 6) Fluency in Hindi is required, fluency in any other regional language will be an added advantage
- 7) A knack for grassroots storytelling and experience in working with grassroots communities, with a passion for gender equity
- 8) Experience in creating audio-visual content (shooting, video editing on platforms like Adobe-Premiere Pro, building narratives etc.)
- 9) Experience in operating design software like Canva, InDesign, Illustrator etc.
- 10) Willingness to travel to the field extensively, especially Delhi and Rajasthan
- 11) Ability to handle multiple projects at the same time

Application Process:

Send in your resume, cover letter and a portfolio of work samples with the email headline "Application_Consultant-Communications" to jobs@sewabharat.org. Due to the volume of applications that we receive, only shortlisted candidates will be responded to.

Compensation:

55-60k per month (Based on experience)

Contract Details:

- Contract type: Full-time consultant, contract will be till March 2025 with a possibility of extension
- Base Location: Delhi