

ASSISTANT MANAGER-COMMUNICATIONS

Digital Bharat Collaborative (a part of **Piramal Foundation**) is looking for an **Assistant Manager – Communications** to support its mission of systems transformation. If you wish to contribute to accelerating our mission and you are a creative wordsmith, apply today!

Digital Bharat Collaborative’s (DBC) vision is to build Bharat through acceleration of Information Systems to transform public systems’ responsiveness and governance led by women and youth. Through this, we seek to enhance experiences of citizens in accessing government health services at the last mile.

Designation	Assistant Manager -Communications
Location	Remote
No. of Vacancies	1

Job Summary

The Assistant Manager will support DBC to fulfil its vision and mission leveraging her communications expertise; build awareness of DBC, support the partnership team towards growing and strengthening partnerships, grow the profile of the leadership team and build the DBC brand.

This role will be responsible for, but not limited to the following:

- Creative content writing for social media, website, blogs, brochures etc
- Website updating
- Conduct key research to develop assets
- Develop PowerPoint presentations
- Basic video editing
- Support in DBC Comms strategy
- Develop & implement impactful comms plans
- Build rapport with program teams

Desirable Qualification & Experience

- **4 years** as a Communications resource, preferably in the social sector. Master’s in Communications

Essential Skills:

- Professional fluency in English
- Established experience and skills in English content writing (social media, website, blogs, video scripts)
- Good knowledge of Hindi
- Full working knowledge of MS Word, PPT, Excel, and Canva

Travel: 40% Travelling.

Application process: Candidates interested in the role may apply with their updated resumes by filling out the application form here:

https://docs.google.com/forms/d/e/1FAIpQLSfAnUP0KkNr3z9H7dBHTr2v6igVVzbJMtZwYIOi2uQvcjAEQA/viewform?usp=sf_link