

## Job description

We are excited to introduce a unique opportunity to join our team as a full-time **Communication & Outreach Coordinator**. This role is designed for individuals who are skilled in both customized communication and digital outreach, including managing the social media presence for a grant making organization committed to creating social impact across the focus areas of: Society, Nature, and Science.

Responsibility	Tasks
Social media management	<ol style="list-style-type: none"> <li>1. Coordinate with the social media agency for timely posting</li> <li>2. Follow up with PR team &amp; higher management for scam &amp; fake video reporting</li> <li>3. Manage senior leadership/trustee approval</li> <li>4. Engage with grantees for materials/events</li> </ol>
Website management	<ol style="list-style-type: none"> <li>1. Coordinate with the developer for content creation and management</li> <li>2. Develop new web interface(s) for grantees</li> </ol>
Event/outreach	<ol style="list-style-type: none"> <li>1. Manage communication &amp; engagement with existing grantees &amp; key stakeholders (email reports, updates etc.)</li> <li>2. Organize external facing events</li> </ol>
Quarterly project portfolio summary	<ol style="list-style-type: none"> <li>1. Create dashboards for Salesforce</li> <li>2. Plan touchpoints for grantees to facilitate reporting and evaluation</li> </ol>

### Required Skills

- Digital content creation and social media strategy
- Event management
- Stakeholder engagement

### Preferred professional experience:

- Managing social media accounts on IG, LI, FB and other platforms
- Basic experience in WordPress; Microsoft Word, Excel, PowerPoint, Teams
- Planning & project management tools – Planner, Task organizer, Calendar
- Basic experience with management information systems

### Compensation

- 8 – 12 lakh per annum plus employee benefits.