



Vacancy for Communication Officer

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| Job Title | Communication Officer | Department | Program Development |
| Reporting to | Program Development & Communication | Location | Varanasi |
| Background | <p>Organization Background: The Jan Vikas Samiti (JVS) was established in 1996 and registered under Societies Registration Act 1860. Since its inception JVS has been working for the integral development of the marginalized and underprivileged sections of the society, particularly of women, children, scheduled caste, scheduled tribe and persons with disabilities. Currently, JVS is directly implementing programs on Women Empowerment, Community Health, Rehabilitation of Children and Youngsters with Disabilities, WASH, Livelihood promotion for Women, Skill Training for Youth etc. Over the years, JVS has been engaged in creating an inclusive environment and social and economic development of the disadvantaged people by enabling them to have access to education, employment and equal rights. We promote people's bargaining power and active participation and decision making in social, political and economic life of the society. Access to livelihood and employment is essential not only to end the cycle of poverty, but also to create a barrier free society. In fulfilment of this, JVS promotes and conducts skills development trainings to help youngsters, especially with a disability to get equipped for available jobs in the market, which gives them dignity and respect in the society.</p> | | |
| Job Aims | <p>We are currently searching for experienced and skilled Communication Officer who will be responsible for developing and implementing effective communications activities to build the brand of Jan Vikas Samiti among various types of stakeholders through the dissemination of information. Write and optimize content for the website, digital or print newsletters, annual report, print publications and social networking sites, and blogging, etc. Ensure consistency in terms of voice, branding, messaging and frequency of posting via digital and print channels.</p> | | |

Responsibilities:

Following are the major roles and responsibilities of communication officer;

- Management of website, social media, management of information systems (MIS) of project and programmes etc.
- Writing content and preparing brochure, newsletter, event reports, case stories, good practices, documentaries, annual reports, etc.
- Document the information on project/programmes through photography/videography to show case the story of interventions executed at the community level.
- Preparing materials to assist the training, resource mobilization and program teams like appeals, on-line campaigns, IEC materials, and presentations, etc.
- Conducting semi researches, campaigns, surveys, etc. on specific themes on programmes and project being implemented by JVS.



- Communicating and visiting project locations to gather information and data on specific themes for documentation and program needs.
- Work with different programme departments to generate new ideas and strategies for brand building, publications, news coverage, reporting, showcase stories, events, etc.
- Respond to communication-related issues in a timely manner.
- Extending support in updating organization policies, program planning, program implementation, monitoring programs and events as and when required.

Person Specification:

- Graduate in Mass & Media or Mass Communications, Journalism, Public Relations or relevant field discipline with 3+ years of relevant job experience, either in a similar position in the non-profit sector or in a similar position in the profit sector.
- Proven ability to deal with multiple tasks in a courteous and service oriented manner in a demanding working condition.
- Computer proficiency with high level of familiarity with data base management program, MS Office, social media, website management and documentary making.
- Excellent interpersonal and organizational skills.
- Fluent in spoken and written communications skills (English and Hindi)
- Good theoretical grasp of the programmes and activities of the organization.
- Skills on social content development.

Job Offer:

- **Full-time:** 8 hours a day
- **Salary Scale:** INR 480,000/- CTC per annum
- **Contract Duration:** 1-year contract with the intention of extension
- **Location:** Head Office Murdaha, Varanasi, U.P.

How to Apply

To apply for the post, please send a letter of application stating your motivation and the skills that you would bring to this specific post along with your resume/CV by email to hr@janvikassamiti.org

To be considered, applications must be received on or before February 28, 2023