



Job Title: OFFICER – DIGITAL MEDIA & COMMUNICATION

No of Vacancies: 1

Type of Employment: Contractual

Duration: 1 year (likely to be continued)

Age: Within 45 years

Location: Kolkata

Languages known: English, Bengali

Qualification: Masters Degree (English/Communication/any relevant subject). Knowledge in Computers and Social media must.

Experience: At least 2 - 5 years of relevant experience in online and offline media, preferably from advertisement field or have worked with leading INGO's or NGO.

Essential skill sets required:

- Atleast 1 - 4 years experience required in relevant field
- Understanding of social networking and social media.
- Public relations, donor relations and media relations
- Spoken and Written skills in English is a must.
- Good communication skill.
- Knowledge of Corel Draw and any other designing software

Major Job Responsibilities:

- Responsible for public relations, donor relations and media relations
- Responsible for CINI's presence in Social Media– Promote CINI through various platforms and generate fund for CINI's projects through Online donation
- Explore and Maintain Digital Partnerships with various organisation
- Website – Content Update and promote organisation through different channels on a daily basis
- Event and Campaign planning, organizing and executing to promote and generate fund for CINI, organizing and executing, promoting CINI's brand.
- Support the Fundraising team (individual, school and corporate)
- Basic administrative
- Branding Guidelines and Approvals - Monitor branding compliance of the organisation across web operations, ensuring that deviations are highlighted and managed.

- Conceptualise/Update communication tools (ppts, mailers, brochures, videos, etc)
- Promotebrand CINI
- Develop and circulate quarterlynewsletter, annual report, Calendar
- Develop/Update online and offline media strategy for the coming years.
- Other duties as an when required in line with your skills, experience and role.

Emoluments: Rs. 3,50,000 per annum (Negotiable for right candidate).

** Interested candidates are requested to apply within 20th November 2018 at jobs@cinindia.org. **