



The CII-ITC Centre of Excellence for Sustainable Development (CESD) invites applications from interested professionals to join its team in Delhi-NCR.

CESD is on a mission to provide innovative ideas and solutions, in India, and globally, to enable businesses, and its stakeholders, in sustainable value creation. It does so by providing knowledge, capacity building, and recognition services to business.

To strengthen its portfolios, the Centre is seeking sustainability professionals to fill positions for the role of Communications Coordinator.

Position(s): 2

Role: Communications Coordinator

Job Summary

The Centre is looking for Communications Coordinators to play a significant role in propagating communication and implementation strategies of the CII-ITC Centre of Excellence for Sustainable Development.

The positions are based in National Capital Region and the Coordinators shall report to the Communications Manager of the Centre.

Responsibilities

The role will involve organising, disseminating, and maintaining CESD's communication efforts and assets.

The key responsibilities of the incumbents will include:

- Building and augmenting the vision of communications for CESD
 - Defining the goals of all communication channels for CESD and evaluating organisational communication needs periodically and calibrating where needed
 - Providing support with disseminating information through various communication channels such as social media, newsletters etc.
 - Preparing quarterly social media reports for analysis
 - Engaging with vendors, external partners, and other organisations for communication relevant to the project(s)
 - Assisting technical teams with communications strategy and supporting them to create collaterals that can generate maximum value
 - Contributing to overall organisational development
- Anchoring and leading the tasks of Communications across CESD
 - Defining and directing the external-facing communications for the Centre on a day-to-day basis. Providing editing, content and social media support to team members for all outgoing communication, especially during flagship events, following a maker-checker-approver system
 - Interacting with CII Corporate Communications and different CII verticals for managing content



- Popularising CESD's work through content, social and digital media, publications, news mentions, etc.
- Analysing and changing the course of communications based on data and organisational needs. Lead social media marketing needs for CESD
- Strategising publication and amplification of research work
- Assisting technical teams in creating bite-sized, digestible graphics that are easy for a non-academic audience to grasp

Skills and Competencies

- Proven experience (1-3 years) in communications strategy
- Excellent verbal and written abilities in English
- Excellent editing skills
- Experience of handling social media for sensitive accounts with knowledge of key social media platforms like Twitter, LinkedIn, Youtube, etc.
- Proficiency in various leading social media tools and analytics
- Ability to monitor SEO and user engagement
- Analytical approach to understand issues and develop solutions
- Ambitious and persistent
- Self-motivated and enjoy working to targets
- Team player with the ability to multitask and learn on the job

Qualifications Required

- Post-graduation in Communications/Journalism, preferably with a background in Environmental Sciences/Climate Change/ Sustainable Development
- Experience in communications and/or social development sector is a plus

Compensation

Offers shall be commensurate with the qualifications, experience, and salary history of the selected candidate.

Location

National Capital Region

Confederation of Indian Industry is an equal opportunity employer.

Share your CVs, latest by 25th March 2022 at lakshmi.iyengar@cii.in/ sonali.vohra@cii.in