



## **Associate – Communication and New Initiatives**

Join the team that shapes thousands of young careers including your own!

**Antarang Foundation** is growing out of its infancy and requires nurturers who will guide the organization through childhood to adolescence.

We are a 5 year old organization doubling our reach and impact every year. We work with the most vulnerable communities and send our students in pursuit of their dreams. Our students are filmmakers, podcast specialists, fitness trainers and study in colleges from Bhandup to Boston.

This is because Antarang's programs are unique and focus on bridging the ability of adolescents and young adults to make informed career decisions, and industry's intent to hire talent with potential. We are now at the cusp of scaling our proven models and are looking for driven, high energy and committed candidates with a proven track record who can shepherd us to scale.

**Position** – Communication and New Initiatives Associate

**Reports to** – Founder Director

### **Roles and responsibilities:**

- **Communication:**
  1. Create Antarang's external and internal communication strategy
  2. Build brand Antarang keeping all stakeholders in mind
  3. Regular blog updates on activities of Antarang Foundation and on developments in the employability space in the larger context.
  4. Posts on Facebook, Twitter and Instagram.
  5. Compiling content for Antarang's monthly newsletter which will include coordination with the team and with an outside vendor.
  6. Drawing up and implementing a strategy on increasing the followers on all social media handles.
  5. Handling all the incoming communications through social media.
  6. Regular updation of Antarang's website and maintenance of the website.
  7. Coordinating with all verticals for ad hoc communication requirements
- Conceptualize and initiate all new projects and innovations as per Antarang goals
- Work on short research papers and publications
- Scheduling, managing and following up for appointments.
- Collate, analyze and present data as and when required
- Any other assignments that may come up

### **Profile Requisites:**

- Excellent communication (written and oral): Fluency in English and Hindi is mandatory.
- Previous experience of customer/client contact especially establishing and developing effective links with companies in the relevant disciplines/fields.
- Proficiency in MS Office package.



- Passionate about working in and working for low income communities and with young adults.
- Should be people oriented, exhibit out of the box thinking, excellent leadership skills and an enterprising spirit.
- Understanding of various developmental/ social perspectives and a strong sense of commitment to meeting deadlines.
- Good analytical and conflict resolution skills and a collaborative nature.
- Flexibility to work outside office hours when required.