

Shelter Associates  
Job Description- Communication Associate

**Location:** Pune, India

**Job-Level:** Entry to midlevel professional

**Reports to:** Fundraising Manager

### **About Shelter Associates**

Shelter Associates, a Pune based NGO, was founded in 1993 with the mission of empowering people with purpose and enabling them to pursue their right to dignity, resulting in toilets, homes, and livelihoods. Shelter operates in 4 main areas: a) housing the urban poor b) health hygiene & sanitation c) education, training, & livelihood and d) Mapping & research. The organization has impacted over INR 1.5 lakh individuals over the past 20 years.

The organization is a global leader in using data and technology (Geographic Information System). Its pioneering work with GIS in poverty mapping has impacted policy at the national level. Shelter has also been the only Indian NGO and only one of 9 globally to be awarded 'Google Earth Hero' for innovative use of Google Earth to plan for the poor.

Currently Shelter has 68 staff members. Shelter has been growing steadily and is now seeking to further accelerate growth. The organization is looking for a mission-focused professional with responsibility for donor-facing communication. .

### Responsibilities broadly include:

- Assist SA's senior leadership in developing a communication and branding strategy
- Manage SA's presence and reach on social media platforms and dissemination of collateral on other platforms
- Manage the content on SA's website and update the same in a timely manner
- Actively look out for platforms where SA can publish articles, papers, etc. and establish contacts with writers & editors
- Develop IEC material, Audio-Visual communicative information, compile presentation decks, reports, other forms of documentation
- Actively work on the creation of regular newsletter/posters/leaflets/toolkits/brochures and marketing materials
- Maintain an updated database of national and international conferences, workshops and events relevant to SA's work. Identify opportunities for SA's engagement in these forums
- Support in fundraising activities, including creation of pitch decks, collaterals for fundraising, writing award submissions and grant proposals
- Create annual reports, presentations to the board, corporate presentations, etc. with guidance and inputs from senior leadership

### Candidate specifications:

#### **1. Educational Qualifications:**

Graduate / postgraduate (preferred) degree with specialization in arts, journalism, mass media

#### **2. Work Experience:**

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2-5 years | preference will be given to candidates who have worked in the social sector

Required Skills, Abilities and Attitude

- Passion for the social sector
- Ability to create compelling stories with superior written, oral and visual communication skills
- Attention to detail to ensure accurate and error-free communication
- Ability to work with senior management and coordinate with cross-functional teams
- Ability to deliver creative and targeted material within tight deadlines
- Competence in using web based tools and / or graphic designing software like CorelDraw, Photoshop
- Strong proficiency in Microsoft Office-Excel, Power point, word
- Fluency in English and Marathi is required. Hindi is a plus
- Event organizing experience (desirable)

To express interest, reach out to Resham on [resham@shelter-associates.org](mailto:resham@shelter-associates.org)