Job description for Manager: Convening and Communication at CSIP, Ashoka University

About Ashoka University:
Ashoka University is a private nonprofit university. An unprecedented example of collective public philanthropy in India, it is a pioneer in its focus on the Liberal Arts. The University offers undergraduate and postgraduate programmes across the humanities, social sciences and fundamental natural sciences. The aim is to help students become well-rounded individuals who are able to think critically about issues from multiple perspectives, communicate effectively and go on to become ethical self-aware leaders with a commitment to public service. Ashoka has built collaborations with University of Pennsylvania, University of Michigan, Carleton College, King’s College London, Sciences Po, UC Berkeley, Trinity College Dublin and Yale University among others. To learn more about Ashoka University visit http://ashoka.edu.in

About the Centre for Social Impact and Philanthropy (CSIP):
Along with its robust academic programme, the University is home to Centres of Excellence that address critical areas of relevance to society, and India in particular. These include the Centre for Social Impact and Philanthropy (CSIP), which is the pioneering Centre in India for research and capacity-building towards the advancement of social impact. The Centre’s research is focused on critical topics in social impact and philanthropy, with emphasis on applied research.

About the Role:
The Centre for Social Impact and Philanthropy (CSIP) seeks a Programme Manager: Convening and Communications to strengthen its brand recognition and digital presence, and to ensure the widest dissemination of its research, convening and leadership products. The candidate should have the flexibility to work on multiple projects, a demonstrated understanding of best media practises, and professional expertise in events management and public relations.

The Convening and Communication Manager will report to CSIP’s Senior Consultant and work closely with our programme/research teams and key external stakeholders to strengthen CSIP’s digital initiatives, plan and support events, and execute the marketing and communications strategy. The responsibilities include, but are not limited to:

- Co-plan and execute all CSIP’s digital activity including metrics and analytics, website updates, and social media dissemination.
- Build a repository of pages/resources for easily accessible data and information
- Build visibility through the Centre’s publications, website and through traditional as well as social media for the Centre and its programmes.
**Required skills and traits:**

- Minimum 4 years of working in digital media and public relations
- Entrepreneurial mindset
- Keen to understand India’s social impact sector and the challenges it faces
- Public speaking and PPT presentation experience
- Excellent design, communication and writing skills
- Ability to work remotely and manage multiple projects simultaneously
- Technical competencies: WordPress, HTML, CSS and graphic design software (both vector and raster platforms)
- Social media management/promotion: Facebook, Twitter, Instagram, LinkedIn, YouTube
- Fluency in English and Hindi (speaking and writing)
- Experience planning and managing corporate events, educational workshops and/or academic seminars
- Video production skills a plus
- Zoho One experience a plus

**Compensation:**
Competitive, based on experience.

**Location:**
Based in or with travel to Sonepat 2-3 days a week.

**Deadline:**
Rolling basis. This is an urgent hire, early applications preferred.

**To Apply:**
Interested candidates should email csip@ashoka.edu.in with the subject: Manager: Convening and Communications Application: [APPLICANT NAME]

**Please include three attachments:**
- One-page resume
- Cover letter
- Portfolio of website and design work

Only shortlisted candidates will be contacted.