

Call for Applications

Communications Associate

ABOUT VIDHI

The Vidhi Centre for Legal Policy (“Vidhi”) is an independent think tank doing legal research to make better laws and improve governance for the public good. Vidhi is committed to producing legal research of the highest standard with the aim of informing public debate and contributing to improved governance. Vidhi works with Ministries of the Government of India and State Governments, as well as other public institutions, providing research and drafting support at various stages of law-making. Vidhi also conducts and freely disseminates independent research in areas of legal reform which it believes is critical to India’s future. Vidhi is an equal opportunity employer and neither practices nor tolerates any kind of discriminatory behaviour.

ROLE DESCRIPTION

The Communications Associate will work on projects geared towards building a global brand identity for Vidhi, and generating communication material for impact. Key responsibilities include:

- Working on research content interpretation for website and social media channels particularly through videos, podcasts and visuals. Supporting other flagship outputs like the impact report as required;
- Creating media reports, press releases, and media opportunities to build Vidhi’s brand value;
- Maintaining records of media coverage and collating analytics and metrics; mapping influencers;
- Responsible for regular website CMS and management of website agency;
- Supporting the development of and maintaining the mailing list on Mailchimp; regular internal & external newsletters; sending out event mailers; special mailers etc;
- Responsible for generating content for events; event coordination and management;
- Participating in organisational communications strategy building;
- Supporting internal communications as the strategy evolves;
- Any other communications requirements that may evolve in line with the skills of the person over time.

ELIGIBILITY CRITERIA

- A graduate or postgraduate degree in Communications, Mass Media, Public Relations, or any other relevant field, and a clear interest in the development sector;
- 1-3 years of relevant work experience;
- Excellent command over English and writing skills;
- Experience of video production – must know how to use Adobe Premiere Pro. Knowledge of After Effects desirable;
- Must have prior design work experience – proficiency in using online tools like Canva (at an advanced level) essential. Knowledge of Adobe Photoshop desirable.
- Prior experience of working with website Content Management Systems (CMS) , such as Wordpress;
- Knowledge of working with mailing softwares like Mailchimp;
- Prior experience of coordinating events; vendors in a mid-sized organization desirable;
- Ability to work amicably with multiple stakeholders; willingness to learn.

APPLICATION PROCESS

Please find the link to the application form below:

https://docs.google.com/forms/d/17pYPpdHia_ObtuOHpgmMSdXCitXtTvnPe2Igb4VG9Y/viwwform?edit_requested=true&pli=1

The deadline to submit applications is **10th April 2020**.

Queries may be sent only through e-mail, addressed to careers@vidhilegalpolicy.in. Only shortlisted candidates will be contacted.