



Program Officer: Promotions & Communications

Key Responsibilities:

Given below, but not limited to:

- Conceptualize, design and prepare promotion and communication materials like Brochures, Fliers, PPTs, Newsletter and Posters etc.
- Handling the Social Media platforms of the Foundation.
- Prepare Foundation's Annual Report.
- Shooting & editing movies
- Develop communication and branding strategy for Foundation.
- Handling SRF Foundation's website.
- Any other task as assigned by Reporting Authority

Desired Candidate profile:

- Proficiency in using editing softwares like Corel Draw, InDesign, Photoshop, Movie Maker, Adobe Premier Pro/FC, MS Office etc.
- Good communication skills, both verbal and written in English and Hindi is MUST.
- Proficiency in shooting videos and editing.
- Proficiency in usage of Digital Cameras.

Experience:

- Min 2 years of work exp. In the field of Promotions & Communications associating with NGO/corporate foundation or development space

Qualification:

- Masters degree in humanities/social work. Preference given to the person having Mass Communication/Journalism diploma or degree.

Location:

- Head Office, Gurgaon

Relevant applicants to send their updated resumes & a cover note with subject line:
Application Program Officer: Promotions & Communications anu.singhal@srf.com