

Foundation for Responsive Governance

CIN – U88900DL2023NPL418137

Communication Associate: Job Description

Organisation Overview: The Foundation for Responsive Governance (ResGov) is dedicated to strengthening capabilities to ensure that public initiatives reach their full potential in reach and accessibility. We do this by undertaking nation-building research, strengthening capabilities of communities and elected representatives and fostering dialogue for learning and sharing across government and civil society. Our team is passionate about making a difference and driving tangible progress by addressing socio-economic, geographic and climate-related vulnerabilities. At ResGov, we value creativity, collaboration, and innovation. We are a dynamic team committed to making a meaningful impact through data-driven research and grassroots-level engagement.

Position Summary: We are looking for a dynamic and creative Communication Associate to expand ResGov's digital footprint, and drive narratives that align with our mission. This role involves developing, managing, and executing communication strategies across various digital platforms. The ideal candidate will be a creative thinker, proficient in content creation, and able to manage multiple communication channels effectively.

Key Responsibilities:

Social Media Management:

- Strategically grow ResGov's digital presence across key social media platforms.
- Produce engaging content, including copies, graphics, videos, and other collateral, tailored to ResGov's social media handles.
- Develop and implement social media campaigns in collaboration with the team, ensuring alignment with organisational goals.
- Maintain and update the social media calendar for timely and consistent content delivery. Stay updated with current with emerging trends in digital media to maintain and enhance ResGov's online presence.

Content Creation and Strategy:

- Collaborate with internal teams to produce a variety of outputs to increase the outreach of ResGov's work, including blogs, newsletters, journals, reports, media articles, testimonials and visual tools.
- Develop content strategies that support ResGov's broader communication goals and enhance its public presence.

Website Development and Digital Content Management:

- Work closely with the team to develop and manage content for ResGov's new website.
- Develop wireframes and content plans that guide the website's design and functionality.
- Coordinate with internal teams and external vendors to ensure that the website accurately reflects ResGov's mission and activities and remains up-to-date.
- Write and update content for the website, ensuring it reflects the latest organizational developments and projects.

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Stakeholder Communication:

- Maintain and update the mailing list, ensuring accurate and timely communication with stakeholders.
- Draft and send out updates, newsletters, and other communication materials to stakeholders as required.

Copy Editing and Quality Assurance:

- Review and edit communication outputs to ensure clarity, consistency, and alignment with ResGov's voice and messaging.

Qualifications:

- Bachelor's degree in communications, Journalism, or a related field.
- 1-2 years of proven experience in content creation and social media management
- Experience in website development, including content planning and wireframing.
- Strong writing, editing, and proofreading skills with attention to detail.
- Ability to work collaboratively in a team environment and manage multiple projects simultaneously.
- Creative thinker with a passion for storytelling and digital communication.

Application Process:

To apply for the Communication Associate position, please submit a resume and cover letter to hello@resgov.org in the format [Name_Cover Letter]. Applications will be reviewed on a rolling basis until 20 September 2024. We look forward to welcoming a talented and passionate individual to our team!

