**Job Description: Program Officer – Media and Communications**

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| **Base Location** | Ahmedabad |
| **Experience** | 4-6 Years relevant experience in development sector (agri, livelihoods, climate) |
| **Qualification** | Communication PG with exposure to development themes |
| **Reporting Mechanism** | Head – Agri capacity Building and climate Change, FWWB India |
| **Remuneration** | INR 5.4-6 L/Annum |
| **Application:** | Interested candidates are requested to apply before 4th April 2024 and share their resume’s at [careers@fwwbindia.org](mailto:careers@fwwbindia.org) with subject line NAME-PO-COM |

**Program Officer –Media and Communications** shall be responsible for planning, developing, and executing, external and internal communications activities of the organization.

(S)he will set and guide the strategy for all communications, website content, and public relations messages, as well as develop collaterals for external audiences, including fact sheets, success stories, blog posts, publications, impact reports, and award submissions, ensuring that these are consistently aligned with the organization’s mission.

**Key Roles and Responsibilities:**

* Collaborate with internal and external stakeholders, including partners, contractors, and vendors, to clarify and strengthen the narrative.
* Provide support for the development and execution of strategic content and other communications activities, that help achieve the top tier goals and objectives of **FWWB;**
* Ensure consistent and innovative communications support to organizational strategy as well as activities that elevate the brand's image;
* Build strong relationships with key audiences and use influence and storytelling skills to highlight the impact.
* Develop and refresh key collateral and other content assets and tools
* Development and execution of strategic media relations, branding including the development of media briefs and training support.
* Create, plan, and implement content streams on the organization’s different global social media pages to remain relevant.

**Qualifications:**

* Bachelor’s degree in Communications, Marketing, Journalism, or related area;
* Applicants with a master’s degree in marketing, communications, media, journalism, business administration, and/or management, shall be preferred.

**Experience:**

* At least three to five years of experience in managing the communications, marketing, social media, and public relations activities, of a high-growth organization;
* Experience of developing and executing strategies to reach specialized audiences with targeted messages across a mix of earned and owned media/ communications channels;
* Prior experience in the development sector, shall be preferred.

**Skills and Competencies:**

* Proven oral and written communication skills to build and execute content strategy
* Ability to represent the organization’s thought leadership and programmatic impact through creative, effective and compelling storytelling to mobilize resources;
* Previous virtual and in-person event activation experience (from event logistics to script and show curation)
* Prior experience and competency in Microsoft Office’s essential applications (Word, Excel and PowerPoint), apart from Teams, Zoom, and social media platforms.
* Strong written and spoken English language proficiency;