

Vacancy Details:

Designation:	Communications Associate
Position Vacant:	1
Location:	New Delhi, India
Date of joining:	Immediate

Terms of Reference:

ICLEI – Local Governments for Sustainability, South Asia, is seeking a dynamic and creative individual to join our Communications team as a **Communications Associate**. This is a **full-time, on-site** position located in our New Delhi office, offering an exciting opportunity to grow and excel in the field of communications. In this role, you will assist in managing and implementing external and internal communication plans and activities for the South Asia Secretariat. You will collaborate closely with the ICLEI South Asia Communications Team to develop and execute communication strategies aimed at enhancing the visibility and recognition of ICLEI South Asia's initiatives among diverse stakeholders, including government officials, private sector entities, non-governmental organizations, media outlets, donors, and civil society organizations. Reporting to the Communications Manager, you will work in close coordination with various project teams to ensure the effective dissemination of our mission and achievements.

Key Responsibilities:

The following is the list of typical tasks and responsibilities expected to be executed by the Communications Associate at ICLEI South Asia:

- **Monthly Newsletter:** Collaborate with project teams to create monthly e-newsletters, incorporating project updates, publication launches, blogs, and upcoming events. Write, rewrite, and edit articles while ensuring the quality of work and adherence to ICLEI's communication standards and guidelines for all communication materials. Provide support to the designer in the newsletter production.
- **Content Creation:** Generate compelling and engaging content (written and visual), including press releases, blog posts, articles, and multimedia materials, to support communication initiatives.
- **Social Media Management:** Plan and execute social media campaigns and strategies for various projects as well as regular updates.
- **Website Management:** Contribute to the upkeep and enhancement of the organization's website by regularly updating content and ensuring its alignment with communication goals. Coordinating with project teams and website agency teams for the upkeep of project websites.

- **Documentation Support:** Assist in note-taking, summarizing events, and crafting articles, contributing to the overall documentation of events and webinars.
- **Brand Management:** Ensure consistency in branding across all communication materials and channels, adhering to established ICLEI South Asia guidelines.
- **Media Relations:** Foster and maintain relationships with media contacts, journalists, and influencers to enhance the organization's media coverage and visibility.
- **Collaboration:** Work closely with cross-functional teams, including designers and project teams to align communication efforts with project goals.
- **Photography and Videography:** If relevant, capture high-quality photos and videos for use in communication materials, ensuring proper archiving and organisation of multimedia assets.

Required/Desired Skills:

- Outstanding spoken and written English skills
- Master's degree in communications, journalism, digital marketing, or related fields
- 2-5 years' experience in communications, journalism, digital marketing, or a similar role
- Experience or a good understanding of the development sector, climate change and environmental issues will be an asset
- Previous experience in a development sector organisation in a similar capacity is desirable
- Knowledge of MS Office, social media, Canva and CMS software is a requirement
- Knowledge of design software such as Photoshop and InDesign, as well as HTML language is desirable
- Excellent writing and editing skills, and attention to detail
- Ability to write at different levels (subject-based writing, reports, journalistic writing, and web-based snippets) keeping in mind the target audience and the medium
- Ability to work independently and proactively
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of tasks
- Ability to multitask and work under tight deadlines
- A good understanding of Hindi and other Indian languages will be an asset

Remuneration will be commensurate with experience

Interested candidates are requested to send their brief resume along with a concise cover letter to communications@icleisouthasia.org

Please note that only shortlisted candidates will be contacted.

About ICLEI – Local Governments for Sustainability:

ICLEI – Local Governments for Sustainability is a network of more than 2500 local and regional governments, supported by a team of global experts, driving sustainable urban development worldwide. Active in 125+ countries, we impact over 25 percent of the global urban population.

ICLEI South Asia – the South Asian arm of ICLEI – Local Governments for Sustainability, aims to build and serve a regional network of local governments to achieve tangible improvements in regional and global sustainability through local initiatives. Over 18 years, ICLEI South Asia has emerged a strong and vibrant local government association with a membership base of over 100 cities.

We promote local action for global sustainability and support cities to become sustainable, resilient, resource-efficient, biodiverse, low-carbon, productive, ecomobile; to build a smart infrastructure; and to develop an inclusive, green urban economy with sustainable procurement with the aim of achieving healthy and happy communities. ICLEI also strengthens North-South and South-South cooperation to advance sustainability at the local regional and sub-national levels.

We work with South Asian cities with funding support from various national and international partners by offering various opportunities such as participation in programs and projects, technical inputs, information services, trainings, conferences, and workshops. We also share our expertise, reach out to cities, initiate interaction, and mobilise funds. Facilitating peer learning, city-to-city exchanges, and networking, and supporting the development and implementation of demonstration projects are some ways in which we strengthen the capacities and technical know-how of cities that we work with.

For more information about ICLEI South Asia visit: <https://southasia.iclei.org/>

For more information about ICLEI Global visit: <https://iclei.org/>