



**Position:** Communications Officer

**Type:** Full time

**Location:** Hyderabad

**Reports to:** Programme Manager – Curriculum and Communications

### Position Overview

The Communications Officer is responsible for developing and executing VOICE-4's communication strategy to enhance organizational visibility and stakeholder engagement. This role involves managing multi-channel content creation, maintaining digital platforms, building media relations, and documenting impact stories to support fundraising and advocacy goals.

### Roles and Responsibilities

#### 1. Strategic Communications & Brand Management

- Execute the annual communication strategy and internal/external engagement plans.
- Develop and refresh core communication materials including presentations, briefs, posters, and press kits.
- Monitor sector trends to ensure the team is active in relevant discussions and debates.
- Ensure all brand collateral is updated and aligned with organizational goals.

#### 2. Content Creation, Documentation and Maintenance

- Manage the design and delivery of org newsletters, press releases, and annual reports.
- Lead the documentation of internal processes and progress reports.
- Design impact assessment reports to showcase organizational achievements.
- Coordinate the production, organizing and maintenance of multimedia content, including photos, videos, case studies, testimonials and news items.

#### 3. Media & Public Relations

- Pitch articles and distribute press releases to increase public visibility.
- Represent VOICE-4 at conventions, seminars, and workshops.
- Manage a database of media mentions and industry contacts.
- Regularly update the database of VOICE-4's media documentation

#### 4. Digital Presence & Platform Management

- Manage all social media accounts to drive visibility and support fundraising efforts.
- Take ownership of updating and maintaining the official VOICE-4 website.
- Monitor digital engagement and relevance to online trends.
- Handle messages, queries and requests for information on VOICE-4's social media.

#### 5. Stakeholder Engagement & Storytelling

- Maintain comprehensive databases of donors, partners, and event contacts.
- Collect feedback and stories from campers, parents, and partners to create a "story bank".
- Support internal communication to ensure team members are updated on news and newsletters.
- Actively participate in the planning & organizing of VOICE-4 events and stakeholder



meetings.

### Key Performance Indicators (KPIs)

- Strategy Execution: Completion of the annual communication plan and quarterly refresh of internal/external brand collateral.
- Publication Pipeline: On-time delivery and distribution of organization newsletters, annual reports, and internal progress documentation.
- Asset Maintenance: Efficiency and organization of the centralized multimedia database, including categorized photos, videos, and case studies.
- Platform Management: Maintaining a 100% update rate for the official website and ensuring prompt handling of social media queries.
- Story Bank Development: Volume and quality of stakeholder feedback and testimonials collected for the internal and external impact documentation.
- Event Support: Effective coordination and documentation of VOICE-4 events, retreats, and stakeholder meetings.

### Requirement for candidates

- 1–2 years of communications experience in the social sector or with community-based projects.
- Ability and willingness to travel to rural schools/locations (10-15 days/month)
- **Strong English writing and communication skills**
- Outstanding organizational skills, a strong work ethic, and the ability to uphold VOICE-4's brand guidelines across all creative and written work.
- Strong **designing skills** (using Canva, Mailchimp, Wordpress, AI designing tools etc.)
- Intermediate level **video editing skill** is required
- Knowledge of spoken & written Telugu

### Desired criteria for candidates

- Ability to think independently and be proactive without constant supervision
- Has a collaborative mindset and can work well in teams
- Passion for gender development and empowering girls and women
- Knowledge of issues pertaining to the development and education of girls
- A strong communicator with a passion for highlighting adolescent girls' leadership through stories.

**Salary:** The salary range is between Rs. 420,000 to Rs. 480,000 per annum (Can be negotiated based on experience and skill set)

### Hiring Process:

Interested candidates, please write an email to [hr@voice4girls.org](mailto:hr@voice4girls.org)

#### The email should contain the following:

- Cover Letter stating why you are suitable for the position applied
- Resume
- Current CTC and expected CTC
- Are you based out of Hyderabad? If not, are you willing to relocate?

If you are selected, you will receive a call from us. **As we receive applications in bulk, we will not be able to respond to each one individually and only selected candidates will be informed.**