Category: 2 year contract (with a probation period of six months)
Job Title: Communication Officer
Contracting Organization: Mahila Housing SEWA Trust (MHT)
Location: Ahmedabad, Gujarat.

Last Date for receiving applications: 17th July, 2020
Email for receiving applications: info@mahilahsg.org

About MHT: Mahila Housing SEWA Trust (MHT) was established in 1994 with the overall objective of improving the housing and infrastructure conditions of poor women in the informal sector. Within this general framework, MHT facilitates access to services such as shelter finance, legal advice, technical assistance, information on the housing market, and shelter-related income opportunities for poor working women. Through its advocacy activities, MHT also attempts to influence housing and infrastructure related urban and rural development policies and programs to meet the needs of its membership.

Job responsibilities:

- Work closely with the Senior Leadership at MHT and support the development of an overall communications and branding strategy for the organization.

- Develop high quality written, graphic, and audio-video content on issues related to habitat improvement in poor areas, water and sanitation, climate change resilience, women’s empowerment, and other aspects related to MHT’s work. This includes blog posts, newsletters, web articles, program cut sheets, brochures, and other collateral.

- Manage MHT’s social media and dissemination of collateral on other platforms.

- Manage content for the organization’s website.

- Managing monthly news letter updates for MHT.

- Participate in the preparation of strategy documents including annual reports, strategic plans, presentations to the board, corporate presentations etc.

- Support in development and fundraising activities, including writing award submissions and grant proposals.

- Maintain an updated database of national and international conferences workshops, and events relevant to our work. Identify opportunities for MHT’s engagement in these forums.

- Develop relationships with media to garner support for issues related to habitat development, climate change resilience, and participation of poor women in community and city level governance and planning. Work with journalists and media houses on communication campaigns and other initiatives.

Experience desired:

- Minimum 2 years of relevant experience in the sector.
- Relevant communication journalism degree and or relevant experience of having worked in a similar position.
Skills Required:

- Excellent documentation skills and ability to summarize disparate information in a clear and concise manner
- Excellent computer skills, developing infographics, designing documents etc. Strong interpersonal skills, oral and written communication skills especially in English.
- Knowledge of Mailchimp essential/ knowledge of In design desirable.
- Ability to work independently to efficiently meet deadlines, communicate with donors.

Posting:

The position shall be a, full time position at Ahmedabad. But the organisation is also open to a part time position from Delhi, but shall be required to travel to Ahmedabad frequently.

Salary:

Commensurate with qualification and experience.