



Job Description

Role Title	Program Officer - Documentation & Editing	Location	New Delhi
Reporting To	Head – Education Initiatives	Core / Field	Core

ORGANIZATION BACKGROUND

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening women's leadership at the grassroots.

POSITION SUMMARY

The Program Officer – Documentation & Editing will play a pivotal role in capturing, curating, and communicating the impact of C3's Girls' Education and Gender Equity Initiative. The role involves high-quality documentation, editing, and development of compelling content that reflects program progress, learnings, and voices from the field. The Program Officer will work closely with program, communications, and MEL teams to produce reports, knowledge products, and visual content that support stakeholder engagement and strategic partnerships. This is an exciting opportunity for a communications professional with a strong editorial eye and a passion for gender equity, education, and social change.

Key Roles & Responsibilities:

1. Documentation & Reporting

- Develop and maintain documentation of program activities, progress, and learnings across project locations.
- Capture key outcomes and case stories through reports, field notes, and knowledge products.
- Draft high-quality content including reports, briefs, newsletters, and blogs for internal and external audiences.

2. Editing & Content Development

- Edit and proofread content from program teams to ensure clarity, consistency, and alignment with organizational standards.
- Collaborate with Communications and MEL teams to integrate data and impact into content.

3. Knowledge & Visual Communication

- Coordinate with graphic designers to develop visual content such as infographics and illustrations.
- Ensure knowledge products are visually engaging and aligned with branding guidelines.

4. Stakeholder Coordination

- Engage with field teams and partners to gather stories, insights, and documentation inputs.
- Support the development of content that reflects the voices of communities and stakeholders.

5. Capacity Support

- Assist program teams with improving documentation practices.
- Contribute to building internal capacity in report writing and content creation.

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills

- Postgraduate degree in Development Communication, Journalism, Social Sciences, English, or related discipline.
- 5–7 years of experience in documentation, editing, content creation, or communication roles in the development or education sector.
- Strong writing, editing, and storytelling skills with an eye for detail and clarity.
- Experience in working with MEL teams to synthesize program data into reports.
- Ability to translate complex information into engaging content for varied audiences.
- Proficiency in MS Office, content editing tools, and visual storytelling tools.
- Familiarity with gender and education contexts is an added advantage.
- Fluency in English and working knowledge of Hindi and/or regional languages preferred.

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **18-January-2026**
- Please send your latest CV, with a covering letter at link provided.
Link: <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-026>
- The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.