

Job Description

Role Title: Communication Associate – Executive Office	Location: Delhi
Reporting To: Executive Director	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 ability to become leaders in their communities and in governance.

POSITION SUMMARY:

To provide executive support to the Executive Director in a one-on-one working relationship. The incumbent will serve as the primary point of contact for internal and external communications on all matters pertaining to the office of the Executive Director. S/He will serve as a liaison to the board of directors and senior management teams; organize and coordinate executive outreach and external relations efforts; and oversee special projects. S/He must be creative and enjoy working within a mission-driven and results-driven organization.

The ideal individual needs to have strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

KEY ROLES & RESPONSIBILITIES:

1. Represent the Executive Director in internal and external communications
 - Provide a bridge for smooth communication between the Executive Director's office and Board members, partners, staff, and others
 - Draft and edit correspondence that is often sensitive and confidential
2. Regular Communications and Reports
 - Draft reports, letters of solicitation, proposals; prepare and coordinate oral and written communication with donors and prospects
 - Manage the external reporting schedule and review and edit all reports before submission to ED
3. Manage program, administrative and logistical issues
4. Track the Executive Director's responsibilities and duties to ensure that her time is effectively prioritized and goals achieved
 - Track Executive Director's commitments, goals, projects, tasks and deadlines
 - Ensure items are effectively delegated, reprioritized, or addressed, navigating conflicting demands and time pressure
 - Maintain the Executive Director's calendar; ensure her time is allocated to the highest priorities
 - Attend select meetings, take notes, capture action items, and ensure follow through
 - Handle select matters expeditiously and proactively; follow-through to successful completion
 - Arrange complex and detailed travel plans, itineraries, and agendas

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:

- Bachelor's degree; preferably in English, communications, or equivalent.
- Five years of professional experience as EA or similar capacity in development sector.

Skills & Abilities:

- Passion for and familiarity with the non-profit sector
- Proven ability to use outstanding interpersonal, political navigation, and communication skills to build strong relationships and negotiate challenging situations, often with senior executives, in a friendly and professional way
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint; and other basic design software
- Ability to learn new software such as Doodle polls
- Ability to conduct research and present data in a succinct and well-written manner
- Ability to work independently and with professional discretion
- Excellent writing, editing, grammatical, organizational, and research skills
- Ability to work with a broad range of people including major donors, Board members, foundation staff, colleagues of the president/CEO and staff, and others
- Excellent management, time-management, and problem-solving skills
- Comfortable in a high performing, fast-paced and quickly growing organization; demonstrated ability to achieve high performance goals, meet deadlines and adapt to changing circumstances

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: TBA
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** 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.