TERMS OF REFERENCE - PROGRAMME ASSOCIATE - COMMUNICATIONS

Core function: The Programme Associate will be fully responsible for providing day-to-day support on the communication aspect of ‘Invest for Wellness’ - a flagship programme delivered in the northern communities of Swasti.

Responsibilities

1. Plan & Execute Behaviour Change Communication Programs
2. Support Community Institutions (Samitis set up by Urban and Rural Poor community) with their local branding and communication outreach
3. Support Partnership Visibility Communication to give visible recognition to donor and community partners alike
4. Build communication skills of wellness facilitators

Qualification

Bachelor's degree in any field. We don't care about your qualifications but we do care about your ambition and experience to bring real change in a community set up through a powerful tool as 'media'.

Desired Experience:

0-3 years experience of working with diverse teams in the social development sector

Knowledge

● Writing - Case Stories, Blogs, Articles, Proposals
● Of industry/sector best practices, and application to the organization
● Understanding of managing social media spaces
● MSOffice, Google Suite
● Basic design principles

Skills

● Relationship building which will help to work with thematic experts, stakeholders, experts etc, and managing expectations at all levels
● Analytical skills to gather and analyse raw information and use it in relevant documents, like proposals, white papers etc
● Self- motivated
● Time management skills
• Ability to communicate effectively (Written and verbal) in English and Hindi

**Geography:** Gurgaon

**Travel:**
- Travel to communities we work (including rural Madhya Pradesh)
- Additional intercity travel on need based

Interested candidates please send your CVs and samples of your work to [workwithswasti@catalysts.org](mailto:workwithswasti@catalysts.org). Only shortlisted candidates will be contacted.