

Associate: Communications

Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organization with its headquarters in New York City with offices in Africa, China, Indonesia, Brazil, Mexico, and the United States.

The UrbanWorks Institute is a not-for-profit organisation registered under the Charitable Trusts Act in India. UrbanWorks is ITDP's network partner in India. UrbanWorks, through its ITDP India programme, provides in-depth support to Indian government agencies to implement sustainable transport initiatives and develop progressive state and national level policies to scale-up the sustainable transport paradigm. UrbanWorks also engages extensively with other stakeholders to promote sustainable and equitable transport ideas. More information can be found at www.itdp.in.

About the position

We are looking for a candidate with a strong commitment to equity and sustainability and passion to improve urban life in India. This person will also develop original communications content in multiple project areas including public transport, bus rapid transit, cycle sharing, street design, parking management, and strategic transport planning. S/he will have a chance to hone his/her oral communications skills, writing, graphic design and event planning as well as management skills while gaining exposure to various fields of sustainable transport, city planning, and municipal governance. The position will be based in Chennai but may be required to travel to other cities in India. S/he will report to the Communications Manager and work closely with ITDP India's city teams, head office staff, and international experts.

Scope of work

- Develop high quality content, including written material and graphics, on sustainable urban mobility topics.
- Manage ITDP's external presence through events, publications, and web, social, print, and electronic media.
- Monitor media and partner outlets to stay current on events and developments in the field of sustainable urban development.
- Develop and maintain ITDP's website, internal communication systems, photo repository, and routine mailers.
- Coordinate regularly with the ITDP global team for publications and brochures.
- Maintain a strong communications culture within ITDP India - coordinate across offices to create

timely content, maintain a database of information and statistics relevant to our work, and develop meaningful content for internal and external consumption.

Key qualifications

- A Bachelor's degree in Journalism, Communications, Graphic Design, Marketing, Public Relations, or similar field. Master's level education is preferred.
- Excellent english writing and editing skills
- A strong grasp of graphic design.
- Prior experience working with various media — print, electronic, web/social.
- Prior experience organizing and executing events is desirable.
- A solid understanding of urban development issues is preferred, but not required.
- Proven ability to manage multiple priorities in a timely manner, working well independently and within diverse teams, and attention to detail

How To Apply

Interested applicants can apply to jobs.india@itdp.org using “Associate-Communications” in the subject line, with the following documents in a PDF format (maximum 5 MB):

- Resume
- Cover letter
- One writing sample. (You should be the primary contributor if the work involved others)
- Samples of graphic design work (if available)

The position will remain open until filled.