



Associate: Content Creator

The 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 organisation with its headquarters in New York City and field offices in South Africa, Tanzania, Uganda, Kenya, India, China, Indonesia, Brazil, Mexico, and the United States.

More information can be found at www.itdp.in.

About the Position

We are seeking a talented and professional Content Creator to join our Communications Team. The duties will be diverse and multi-faceted, therefore excellent professional skills are vital for this role. The job is currently remote, but we prefer candidates based in Chennai.

The candidate must have excellent written and verbal communication skills, excellent coordination and organisational skills, and an understanding of the media and social media space. As part of the Communications team, they may be required to travel for work to other cities in India.

Scope of work

Blogs

- Strategise and create a monthly blog calendar to ensure several blogs are published every month
- Engage with programme teams and conduct own research to write high-quality 'knowledge blogs' on sustainable mobility issues and current affairs
- Edit blogs written by team members.

Website

- Engage with programme & communications team to update content on the website landing pages, every month.
- Upload news and resources on the website, as required.
- Maintain and update the website.

E-newsletter

- Create high quality written content and send out e-newsletters, every month.

Programme monitoring and reporting

- Track programme progress and impact regularly in consultation with programme teams and maintain a repository.
- Produce timely, accurate, and crisp reports (quarterly/annual) to grant-makers and ITDP HQ that highlight key project outcomes and keep them well-informed about project progress.
- Working closely with the development & programmatic team to create funder proposals.

Other responsibilities

- Work closely with partner organisations for programmatic work.
- Conceptualise content with communications and programme teams.
- Engage with the graphic designer, video and programme teams to create high quality written content for infographics, video, collaterals, posters, powerpoints etc.
- Engage with programme teams to edit publications and reports.
- Engage with programme teams to write high-quality media articles and op-eds.

Educational Qualification

A Bachelor's degree in Journalism, Communications, Media, Marketing, Public Relations, or similar field. Master's level of education is preferred.

Essential Attributes

- 1-2 years of work experience
- Excellent English writing and editing skills.
- Strong time-management and organizational skills.
- Prior experience working with various media – print, electronic, web/social
- Prior experience working with WordPress templates
- Prior experience with scripting, shooting, and editing videos is a plus
- 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

- The position requires a commitment of 40 hours per week, preferably based in Chennai
- The candidate should submit a sample of their written work and resume to jobs.india@itdp.org, with the subject line “Associate: Content Creator”