

Position: Communications Associate / Senior Communications Associate / Associate Fellow
– Communications

Employer: Centre for Policy Research (Initiative on Climate, Energy and Environment)

Location: Delhi

Assignment type: Full time

Salary: Competitive think tank salary commensurate to candidate's experience

About the Centre for Policy Research

The Centre for Policy Research (CPR) is a non-profit, non-partisan independent institution dedicated to conducting research that contributes to the production of high-quality scholarship, better policies, and a more robust public discourse about the structures and processes that shape life in India. Learn more at cprindia.org

About the Initiative on Climate, Energy and Environment

The Initiative on Climate, Energy and Environment at the Centre for Policy Research aims to stimulate an informed debate on the laws, policies and institutions shaping climate, energy and environmental governance in India. Our research focusses on an improved understanding of climate, development and environmental challenges – and pathways to improved outcomes – in four key areas: climate policy and institutions, the political economy of electricity in India, low-carbon energy demand patterns in urban areas, and air quality governance. To learn more about this initiative at the Centre for Policy Research, visit:

<https://cprindia.org/research/initiative-on-climate-energy-environment/>

About the Role

The *Initiative on Climate, Energy and Environment (ICEE)* at the Centre for Policy Research seeks suitable candidates to lead and staff its communications activities and outreach efforts. The final title/designation for this role will be tailored to the chosen candidate and determined based on prior experience and skills. Applications will be reviewed on a rolling basis until the position is filled.

This role involves designing a communications strategy and executing targeted outreach plans for research and policy activities on pressing climate, energy, and air quality issues in India. Working closely with the CPR communications team and researchers at ICEE, you will innovate on ICEE's digital outreach tactics, manage public relations efforts ranging from media outreach to donor communications to CPR events, and craft tailored research engagement plans that expand CPR-ICEE's audience at the international, national and sub-national levels.

This position requires the capacity to work across several research projects with different target audiences, communications goals and tactics. Applicants must possess strong writing skills. Candidates from across different disciplines and interest areas are highly encouraged to apply. Prior knowledge of climate/energy/air quality issues in India is desirable but is not a prerequisite. Applicants with an interest in research communications, digital outreach or science writing are particularly encouraged to apply.

Specific responsibilities

- Develop and implement targeted communications plans for publications, projects, and events

- Distill key research messages and write press releases, website descriptions and quarterly research updates
- Design and execute a social media strategy across ICEE’s research areas, and across media platforms
- Coordinate, design and manage special digital projects such as websites and additional resources in the areas of climate change, energy governance and air pollution
- Manage ICEE’s public outreach events and panel discussions
- Manage and curate ICEE’s blog, *Environmentality*, and all associated digital outreach
- Compile and write project work summaries for grant reporting processes

Background and Qualifications

- Applicants must at hold an undergraduate degree, (B.A, B.Sc. etc.) or a relevant Master’s degree
- Candidates with suitable work experience between 2-10 years are welcome to apply. The final title/designation for this role will be tailored to the chosen candidate and determined based on prior experience and skills.
- Applicants with at least 2-3 years of communications-related experience will be preferred.

Application Instructions

Please send in your application to mandakini@cprindia.org with subject line “Application: Communications”.

All applications from interested candidates must include the following materials:

- A cover letter explaining your suitability for the position.
- A CV of not more than two pages.
- A writing sample (sole authored preferred), such as a piece of writing that synthesises research for a wider audience.

Please note that applications will be reviewed on a rolling basis until the position is filled.