



Job Title: Communications Associate

Employer: Centre for Policy Research

Location: Delhi

Assignment type: Full time

Salary: Commensurate with qualifications and experience

About Centre for Policy Research

Centre for Policy Research (CPR) is India's leading public policy think tank. CPR is a non-profit, non-partisan independent institution dedicated to 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.

About the Role

As Communications Associate, the candidate would support the implementation of a strategic external and internal communications plan, and the brand vision and strategy. The candidate will report to the Communications Manager. This is a central role and will require the candidate to work with multiple people across CPR.

Key Responsibilities

- Manage all internal communication initiatives including newsletters and events.
- Build and maintain robust and up to date mailing lists and contacts for the institute and manage all external mailers.
- Manage website CMS. Liaise with website agency and support website design and updation process (technical and content-level).
- Support management of CPR social media channels.
- Provide strategic inputs for website based on analytics.
- Support execution and branding for events including webinars.
- Manage CPR's podcasts- execute recording, create calendar of upcoming episodes and support promotions.
- Provide content and editing support as required for website and social media.
- Any other communications requirements that may evolve in line with institutional requirements and skills of the candidate over time.

Background and Qualifications

Education

- Bachelor's degree in a relevant field.

Work Experience

- 0-2 years of work experience.

Key Competencies

- Knowledge of website CMS platforms, email marketing platforms, Google analytics desirable.
- High level of interpersonal skills and ability to work with multiple stakeholders amicably is essential.

Application Instructions

- **Deadline:** Applications are being accepted and reviewed until the position is filled.
- To apply, please submit a resume, cover letter, and writing sample.
- Please direct queries and applications to **jobs@cprindia.org** with the title "*Communications Associate*" in the subject line.