

## Job Description: Communications Associate

### About CPR

The Centre for Policy Research (CPR) has been one of India's leading public policy think tanks since 1973. CPR is a non-profit, non-partisan, independent institution dedicated to conducting research that contributes to high-quality scholarship, better policies, and a more robust public discourse on the issues that impact life in India.

CPR brings together India's best thinkers and policy practitioners who are at the forefront of both research and engagement in the policy space, drawing from various disciplines and professional backgrounds. CPR conducts advanced and in-depth research on a wide range of policy-relevant issues, with a focus on India's 21st-century challenges. Through its research and policymaking engagements, CPR works closely with policymakers to place India firmly on the path to building a twenty-first-century policy ecosystem.

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### Role Overview

The Communications Associate will support the implementation of CPR's communications strategy across platforms. Working closely with the Communications team, the Associate will help manage day-to-day communications operations, including initiative-level communications support, social media outreach, website content management, drafting mailers and newsletters, programme coordination, liaising with external vendors and any other responsibilities that might need communications assistance.

This is an entry- to mid-level role suited for someone with strong writing skills, attention to detail, and an interest in public policy and research communication.

This is a **full-time, in-office** position based in Delhi with **immediate** joining.

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## **Key Responsibilities**

### **Content & Editorial**

- Draft, edit, and proofread a range of communication materials, including website copy, newsletters, press releases and event announcements
- Distil complex research outputs into accessible and engaging content for wider audiences
- Assist in maintaining editorial consistency across platforms in adherence with CPR's brand guide

### **Digital Communications**

- Update and manage website content using WordPress CMS
- Support the execution of email campaigns through Mailchimp
- Assist in managing CPR's social media accounts, including content scheduling and basic analytics tracking

### **Events & Programme Coordination**

- Support communications for events, including mailers, invitations, social media promotions and post-event materials
- Coordinate with faculty and researchers to identify communication opportunities
- Liaise with external vendors for programme support

### **Media & Publications Support**

- Assist in compiling media coverage and maintaining media databases
  - Provide logistical and editorial support for reports, briefs, blogs and explainers
  - Oversee end-to-end production of the Annual Report and other Centre-wide publications
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## **Skills & Qualifications**

- Bachelor's degree in communications, journalism, social sciences, law or a related field
- 1-3 years of relevant experience in communications, media or a similar field
- Excellent written and verbal communication skills in English, with strong editing and proofreading abilities
- Familiarity with social media platforms (X, LinkedIn and Instagram) and basic analytics tools
- Familiarity with design softwares like Canva, Illustrator and InDesign and basic video editing skills

- Working knowledge of WordPress and Mailchimp is an advantage
  - Ability to manage multiple tasks and meet competing deadlines
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### **How to Apply?**

To apply, fill out [this form](#) by 11:59 PM IST, Monday, **20 April 2026**. Due to a high volume of applicants, only shortlisted candidates will be contacted.

Form link:

<https://docs.google.com/forms/d/e/1FAIpQLSfv-5wWigVW6WQmMjLTfrAH6MvR4GEV3Hu98urqRVtoUjBcLA/viewform?usp=dialog>