



Executive/Jr. Executive - Communications

About Ummeed:

Ummeed is one of India's premier non-profit organization providing family-centered care to children with developmental disabilities and their families. Our cross-functional team of professionals provide evidence-based care to these children and their families, based on their needs. Each year over 1100 children are directly benefited through around 6500 sessions. Besides running the clinic at Lower Parel and a training facility in Parel, Ummeed has also been involved in community, research, and advocacy initiatives in the developmental disabilities space.

Primary Responsibilities:

1. Social Media:

- a. Maintain and increase the organization's presence across relevant and innovative social media platforms
- b. Regularly create and publish content for various social media platforms (including text, images, video) for target audiences
- c. Support ongoing maintenance and updation of the organization's website

2. General Media:

- a. Liaise with publications and media agencies to build awareness
- b. Create and maintain partnerships with media platforms

3. Content:

- a. Work collaboratively with subject matter experts of various departments to inform content of communications
- b. To understand the target audience and the objective of the post/piece to be written
- c. Conceptualize and document motivating stories, press releases, etc.

4. Events:

- a. Support designing and delivering of materials and merchandise related to all Ummeed events (e.g., newsletters, email campaigns, flyers, standees, etc.)
- b. Managing and working with external vendors (designers/ printers/ web developers etc.)

Minimum Qualifications:

- Graduate or Post Graduate in any stream
- Past experience in Communications, Social Media Marketing, Digital Marketing or Graphic design skills will be an added advantage

Essential Skills Required:

- Excellent knowledge and expertise in social media platforms
- Team work and collaboration
- Attention to detail
- Organizing and prioritizing

Optional Skills:

- Photography
- Video recording and editing
- Knowledge of online analytics and social media strategies
- Graphic Design software's e.g.: Illustrator, Corel Draw, Photoshop and InDesign

Reporting to: Communications/ Awareness Lead at Ummeed

The above is a full-time position involving 8 hours per day/40 hours a week.

We encourage persons with disabilities and parents of children with disabilities to apply.

Candidates meeting the criteria may email their updated resumes and a writing sample to careers@ummeed.org.