



## Executive/Jr. Executive - Communications

### About Ummeed:

Ummeed is one of India's premier non-profit organizations providing family-centered care to children with developmental disabilities and their families. We believe that all children with developmental disabilities can be included in society and reach their maximum potential, if given the chance. As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively

The team at Ummeed is a diverse group of highly passionate, motivated and talented individuals. Ummeed offers its team members opportunities to grow professionally and personally, inculcating and reflecting a strong culture of supervision and mentorship and the space for continued learning.

### About the Position:

The Communications department at Ummeed plays a pivotal role in building awareness in the developmental disabilities space. It works on creating and disseminating information about Ummeed, its services and the disability sector through critical, creative and innovative collaterals and documentation. This also includes augmenting Ummeed's awareness across social media channels and maintaining a dynamic website.

The role of the junior executive / executive communications team member would be to support the team in building this awareness. While he/she will work independently on several tasks, the candidate will be mentored by senior team members.

### Primary Responsibilities:

- 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 updation of the organization's website
- d. Work collaboratively with other departments to inform content of communications
- e. Assist the team in liaising with publications and media agencies to build awareness
- f. Provide support in designing and delivering of collaterals (e.g., newsletters, email campaigns, flyers, standees, etc.)

**Minimum Qualifications:**

- Graduate or Post Graduate in any stream
- 1 to 2 years' 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 – Facebook, Twitter, LinkedIn, YouTube
- Basic knowledge of Graphic Design software's e.g.: Illustrator, Corel Draw, Photoshop and InDesign
- Excellent writing skills
- Fluency in Hindi
- Photography, video recording and editing will be an advantage
- Knowledge of online analytics and social media strategies

**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 parents of children with disabilities to apply.

*Candidates meeting the criteria may email their updated resumes and a writing sample to [careers@ummeed.org](mailto:careers@ummeed.org).*