

COMMUNICATIONS COORDINATOR

FOCUS ON THE GLOBAL SOUTH – INDIA PROGRAMME

JOB DESCRIPTION: FEBRUARY 2010

Focus on the Global South is looking for a Communications Coordinator (CC) to be based in New Delhi, India for a full time position.

We are looking for a candidate to join a team working on various thematic programmes – deglobalisation and trade, the commons, alternatives, peace and democracy and climate justice. The CC will play a key role alongwith our Communications team in revamping and reinventing Focus' communications strategy and tools. For more information about our programmes please go to www.focusweb.org.

SUMMARY OF TASKS

The position of CC will include the following responsibilities as part of the Communications team:

- Developing and implementing Focus' communications strategy and plan in accordance with the organisation's over-all goals and objectives.
- Liaising and establishing contacts and working relationships with the media in Delhi and Mumbai and the rest of India. In coordination with our programme offices in Bangkok and Manila, the CC should also liaison with media in the Asian region especially and maintain regularly updated records of media contacts
- Writing and disseminating press releases and organizing press conferences and other meetings (such as media workshops) and interviews with the media
- Assisting in dissemination of Focus publications through various channels with the aim of reaching its target audiences
- Editing Focus articles and materials to ensure they are reader/media friendly and reach out to a wider audience
- Keeping the Focus India programme website up to date, being responsible for editorial quality on articles posted on the website, including ensuring summaries are written for video and pdf files that will help inform the website user before downloading
- Ensuring that Focus analysis and materials reach various target audiences through a variety of means including new media such as youtube, facebook, blogs, twitter and other alternative forms of media (such as short videos) and outreach
- Working with Focus allies in ensuring campaign messages reach its intended audiences

QUALIFICATIONS

The candidate should:

- Have a university degree in journalism, communication or a related field with at least 5 years experience working in the field of journalism or communications.
- Have a strong commitment to activism for social change.
- Have excellent analytical and writing skills with the versatility to write for various audiences (general public, media, social movements, government, decision makers, academe, etc)
- Have excellent editorial skills
- Good contacts in print and visual media, and familiarity with new media tools such as blogs, twitter, video documentary and alternative media
- Be fluent and able to express his or herself effectively both in written and spoken English. Working knowledge of Hindi is preferred.
- Have the ability to work under pressure and with minimum supervision.
- Be willing to travel regularly especially in India.

CONDITIONS

Focus offers a competitive salary plus health insurance, and other benefits package. Two year renewable contract, to be confirmed after six months of probation.

TO APPLY

Interested applicants are requested to send the following requirements:

- A cover letter and resume
- Brief mission statement: a maximum of 400 words
- Names and contact details of two references
- Sample written work/ video/ film

Please send applications to sonila@focusweb.org

Applications close on 15 April 2010.

Shortlisted applicants will be notified by phone and/or email and will be scheduled for interview.