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WE ARE HIRING!

About the organization

The Urban Catalysts develops innovative, locally relevant, evidence-based solutions to catalyze sustainable and equitable transport, public spaces, and cities. We work across India, Asia, Middle East, and East Africa. Our client partners include government agencies, development banks, international agencies, and foundations. We are looking for a **Communications Associate** to manage and enhance the visibility and outreach of our work.

Personal Competencies

- Highly motivated, active, and creative individual, passionate about communication, transport, gender, and urban spaces.
- Flexible, agile, and able to work independently

Technical competencies:

- Ability to articulate and communicate ideas simply and effectively
- Excellent visual representation skills, and knowledge of photoshop, illustrator, and InDesign

Responsibilities:

- Craft and post content across social media platforms
- Develop and create graphical content for reports, social media engagement etc. as required
- Coordinate, manage and update the website
- Prepare concise and visually engaging newsletters

Qualification

- 1-3 years of experience in communications

Interested applicants may submit their CV, 2 writing samples, and portfolio to rithvika.rajiv@theurbancatalysts.org with Communications Associate in the subject line. Only short-listed applicants will be contacted. The applicants will be reviewed on a rolling basis.