



About the Organization:

Sol's ARC is a registered NGO that has been working in the space of inclusion for the past 20 years. We work with the most marginalized group of individuals, those who have disabilities, mental illness, critical illness or are violence-affected to ensure they have equitable access to education and economic opportunities. Through a lifespan approach, we work towards our vision- Every Child Learns, Every Adult Earns.

From working directly with individuals on margins to then partnering with some of India's leading NGOs like Educate Girls, Teach for India etc., we now work at a systemic level through our partnerships with four state Governments, Madhya Pradesh, Meghalaya, Uttar Pradesh and Tamil Nadu. Our growth over the last 6 years has helped us grow from a few thousand individuals to now a reach of over 4 million beneficiaries.

Vision: Every Child Learns, Every Adult Earns

Mission: To create a scalable replicable model to reach every last child and adult.

Values:

- 1) Innovate to include
- 2) Bringing joy to all we do
- 3) Commit to excellence

Why Join Us:

Career Progression: We offer opportunities for professional growth and development, allowing you to advance your career while making a meaningful impact in the field of inclusive solutions.

Diverse Workforce: You will have the opportunity to work with a diverse group of passionate individuals who share a common goal of promoting inclusive education and creating positive change. We encourage candidates of all abilities to be a part of our team, as we are committed to fostering an inclusive and accessible workplace for all.

Collaborative Environment: We foster a collaborative work culture where teamwork, open communication, and shared ideas are valued, ensuring a supportive and engaging work environment.

Job title: Communications Executive
Location: Mumbai
Team: Communications
Reports To: Communications Manager

Role purpose: The Communications Executive will play a pivotal role in shaping and executing the communication strategy of the organization. They will be responsible for conveying the impact of our work, building and maintaining relationships with stakeholders, and ensuring the organization's message is effectively communicated both internally and externally. Will be a passionate and strategic communicator who can elevate Sol's ARC's visibility and advocate for the inclusion of marginalized individuals in society.

Key Responsibilities	Deliverable Outcomes
	<ul style="list-style-type: none"> ● Assist in the planning and execution of social media strategies to enhance Sol's ARC's presence on various platforms. ● Contribute to the creation and scheduling of engaging content for Facebook, Twitter, Instagram, LinkedIn by creating Post, story post (short and long), reels, Newsletters and Campaigns ● Monitor social media channels, respond to comments, and actively engage with the audience to foster a sense of community. ● Support in the review, enhancement, and day-to-day management of Sol's ARC's website. ● Assist in the development of written content for various communication channels, including presentations, speeches, news stories, web content, case stories, etc. ● Collaborate with team members to gather information and stories that highlight the impact of Sol's ARC's programs. ● Support in coordinating media interactions and responding to media inquiries under the guidance from the team. ● Collaborate with the Communications team to track, analyze, and report on the performance of Sol's ARC's website and social media channels. ● Provide insights and recommendations for optimizing communication strategies based on data analysis. ● Collaborate with other departments to gather relevant information for communication purposes. ● Work closely with the Communications Manager and other team members to ensure consistent messaging and branding across all communication channels. ● Stay updated on industry trends and best practices in communication and social media management.

Person specification	
Qualification:	<ul style="list-style-type: none"> ● Bachelor's degree in Communications, Public Relations, Journalism, or a related field.
Prior Experience:	<ul style="list-style-type: none"> ● Minimum of 1-3 years of experience in communications, public relations, or a related field. ● Proficiency in utilizing graphic tools such as Canva and PowerPoint, etc. ● Having experience with Adobe Creative Suite would be an added advantage.

Essential skills:	<ul style="list-style-type: none"> ● Excellent Communication Skills: Strong written and verbal communication skills with the ability to tailor messages for diverse audiences. ● Media Relations: Experience in building and maintaining relationships with media outlets. ● Digital Literacy: Proficient in using digital and social media platforms for communication and outreach.
Essential attributes:	<ul style="list-style-type: none"> ● Superior organizational skills. ● Self-motivated and proactive. ● Resourceful, detail-oriented and energetic. ● Ability to prioritize and handle multiple jobs. ● Humility, willingness to consider others' perspectives. ● Passion for Inclusion: A genuine commitment to Sol's ARC's mission and values, with a passion for promoting inclusion and equality. ● Creativity: Innovative and creative thinking to develop engaging and impactful communication materials. ● Adaptability: Ability to adapt to changing priorities and work in a fast-paced environment. ● Collaborative Spirit: Team player with strong interpersonal skills and the ability to collaborate with diverse stakeholders. ● Commitment to gender equality, diversity, and inclusion.
Other Specification	<ul style="list-style-type: none"> ● Must have a passion and charisma to train and travel across rural and urban places in India.
Working Hours	10 am – 6 pm / Mon-Fri

To apply [Click here](#).