



Agribusiness Systems International (ASI) is a non-profit consulting firm that confronts today's global challenges by aligning business interests with those of smallholder agricultural producers. ASI is hiring for a Communications Manager to assist its India based programs with project deliverables, new business opportunities, and outreach and promotion of activities. Please email your CVs/Resumes to communicationsmanager@asintl.org. Resumes will no longer be accepted after March 1, 2017.

Scope of Work

Communications Manager

The Communications Manager will work closely with project management and technical staff to develop and implement a communications strategy to increase awareness among target audiences of ASI India's projects. The Communications Manager will manage the production of project technical deliverables and proposals for new business opportunities. The Communications Manager reports directly to the Country Director for ASI India and will be based in Lucknow, India.

Key Job Responsibilities

- Assist the Country Director and Headquarters Project Management in the development of a communication strategy for ASI India
- Work closely with technical experts and project management to collect information on client activities to be used for project reporting requirements and success stories
- Manage, draft and distribute promotional and technical materials, including monthly and quarterly reports, technical deliverables and other documents
- Assist the Country Director and senior technical staff in the preparation of technical proposals for new business
- Ensure coherent and consistent messaging from the projects to targeted audiences
- Coordinate special events, workshops and meetings, including site selection, staging and logistical issues, invitations, press coordination, photography and promotional materials.
- Build relationships with journalists, serve as the point of contact for media requests, prepare press releases and manage press events
- Manage the outsourced translation of communications materials from Hindi to English and English to Hindi, and in certain cases work on the actual translations from Hindi to English and English to Hindi
- Assist the Country Director and other project staff to respond to information requests and presentations for clients, government departments and other partners
- Assisting, as necessary, other project team members with communications needs
- Perform any other duties as may be assigned by the Country Director

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications

- Excellent written and verbal English and Hindi communication skills and a proven ability to create informational project messages and produce high quality deliverables for a variety of target audiences



- Five to eight years of experience designing writing, editing and preparing promotional materials
- Capable of managing communications work on multiple projects simultaneously, independently, and meeting deadlines without sacrificing quality
- Bachelor's degree in public relations, communications, journalism, international development or a related field required
- Need to be legally eligible to work in India
- Proficiency in the MS Office Suite software applications, including experience with design software

No phone calls please. Only finalists contacted. Women and minorities encouraged to apply. EOE