

UNIVERSITY OF CHICAGO TRUST

L-9, EAST WING, RAHEJA TOWERS, MG ROAD, BANGALORE – 560001, KARNATAKA, INDIA

Job Description

Title: Communication Associate, IIC

Reporting to: India Program Head

About the Trust

The University of Chicago Trust (the Trust) is a charitable trust in India, established in 2008 by alumnus of The University of Chicago. The objectives of the UChicago Trust are to provide opportunities for grants to support educational programs, research programs and activities for the betterment of India.

About the Unit

The International Innovation Corps (IIC) is a social impact program that operates out of the University of Chicago Trust in India. The IIC, founded in 2013, recruits and places high-performing young professionals with up to five years of experience and top-tier academic backgrounds from India, on teams that work on-site with governments and foundations to implement large-scale projects to address India's most critical development challenges. The program aims at creating scalable, sustainable, and long-term social impact. IIC teams design interventions, pilot solutions, implement and iterate, and record and scale best practices by engaging stakeholders. Through having direct impact on the ground in complex multi-stakeholder

Position Description

The International Innovation Corps is seeking a dynamic and creative Communications Associate to join the program team. The ideal candidate will have a passion for storytelling, strong organizational skills, and the ability to manage multiple tasks in a fast-paced environment. The person taking up this role will be responsible for supporting the development and execution of the communication strategies that amplify IIC's brand, engage stakeholders, and support organizational growth. If you're a passionate storyteller with a keen eye for detail and demonstrable commitment to social impact, we would love to have you on our team.

Responsibilities

- Create digital and print creatives, develop unique design templates, and ensure all designs align with the brand's vision and standards.
- Assist in creating video content for programmatic promotions, presentations, or organizational events.
- Develop compelling content for a variety of channels, including reports, newsletter, social media, blogs, and the organization website.
- Collaborate with project teams to create case studies, success stories, and other marketing materials.
- Ensure all content is aligned with brand guidelines and messaging tone.
- Create and implement social media strategies across LinkedIn and Instagram.
- Monitor and engage with audiences to build community and increase brand visibility.
- Track performance metrics and optimize strategies to improve engagement and reach.
- Provide regular reports on marketing performance and recommendations for future strategies.
- Coordinate marketing efforts for programmatic events, webinars, and other key organization initiatives.
- Create program promotional materials, manage event communication, and ensure maximum visibility across channels.
- Support the design and collateral needs of online campaigns and donor engagement amplification.
- Support the manager in cultivating connections with all partners through brand-aligned communication, planning content calendars, executing campaigns to reporting.
- Support the manager in curating and writing stories of projects, fellows, donors, etc.
- Work closely with the University of Chicago Trust in India Communications team to align on UCT requirements.

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Qualifications

Education:

- Bachelor's degree in communications, Marketing, Graphic Design or related field.

Experience

- Minimum 3 years of experience in marketing, communications, or a related field (preferably in a fast-paced environment).

Competencies

- Strong writing and editing skills, with the ability to tailor messaging to various audiences.
- Familiarity with digital marketing tools (e.g., Canva, Google Analytics, Adobe, Mailchimp).
- Basic graphic design and multimedia skills (experience with tools such as Canva, Adobe Creative Suite is a plus).
- Excellent organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.
- Willingness to travel to project locations based on requirement
- Demonstrable interest in social impact/ development/ philanthropy sector

Application Documents

Resume

Portfolio of previous work

At least two references

Proposed Start Date: December 1, 2024

Location: This position is in New Delhi, India

Candidates must be legally authorized to work in India.

Please submit your documents to: <https://forms.gle/PwdVssi4t3zBgy2DA>