

**Position: Assistant Manager – Communications & Marketing**  
**Location: New Delhi (full time)**

## About the job

As an Assistant Manager of Communications & Marketing, you will be responsible to enhance the organization's internal and external communication and marketing efforts. This role involves collaborating with cross-functional teams for designing effective collaterals and reaching out to and coordinating with new partners, clients, etc. for sponsorships/collaboration.

### Responsibilities

- Collaborate with the team to develop engaging and creative content
- Capture pictures &/or videos of CanSupport events (in office & field) as & when required
- Design Mass emailers, WhatsApp messages and flyers as per requirement.
- Come up with ideas & content for sponsored posts on social media to generate fund
- Review the Communications collaterals and suggest ways to improve them
- Assist in tracking fundraising campaigns and maintain a record of the leads generated (includes follow-up)
- Coordinate for printing of all collaterals
- Reach out to new partners (company owners/marketing teams) online & offline from different industries (which align to CanSupport's vision) and pitching for some sort of collaboration/support
- Coordinate all on-line events' logistics (FB/Insta live sessions)
- Reach out to & following up with embassies for support
- Regularly check for grants and awards and nominate CanSupport for the same

### Qualifications and Skills required

- Bachelor's degree with an overall experience of 3+ years in a related field.
- Basic handling of DSLR is desirable
- Familiarity with Linked In Sales Navigator
- Working knowledge of Canva and other essential softwares used for making & basic video editing is desirable
- Candidate should have ability to create compelling stories/case studies through visuals
- Strong communication skills

**Salary: 4.8 LPA (commensurate with experience)**

**Please write in with your updated resume to: [communications@cansupport.org](mailto:communications@cansupport.org),  
[communications1@cansupport.org](mailto:communications1@cansupport.org)**