



## Executive / Assistant Manager - Communications

### About Ummeed:

India has over 50 million children with disabilities under the age of 15. With access to appropriate health, intervention, education, recreation and livelihood services they can be supported to become productive members of the society. Today most of them have limited or no access to relevant knowledge and services as the number of organizations and professionals in the space are inadequate to meet the need.

Ummeed, a premier non-profit organization for children with disabilities in India, was founded in 2001 by Dr. Vibha Krishnamurthy, a developmental pediatrician. Ummeed supports children with developmental disabilities to reach their full potential and be included in society by providing family-centered care to children with developmental disabilities and their families.

As an organization with a workforce of over 90 committed professionals, Ummeed's transdisciplinary approach works towards:

- Supporting children in overcoming their disabilities through direct clinical services and helping families in their journey towards acceptance and empowerment
- Building a network of trained professionals and community workers who can prevent, diagnose, and manage developmental disabilities effectively
- Changing societal attitudes so that children with disabilities can be meaningful and productive members in it

### About the Position:

The Communications department at Ummeed plays a pivotal role in building awareness in the developmental disabilities space. It works on creating and disseminating information about Ummeed, its services and the disability sector through critical, creative and innovative collaterals and documentation. This also includes augmenting Ummeed's awareness across social media channels and maintaining a dynamic website.

The role of the Executive / Assistant Manager – Communications team member would be to support the team in building this awareness. While he/she will work independently on several tasks, the candidate will be mentored by senior team members.

### Primary Responsibilities:

1. Design and deliver collaterals (e.g., flyers, newsletters, email campaigns, standees, etc.)
2. Work collaboratively with other departments to inform content of communications
3. Create and publish content for various social media platforms (including text, images, video) for target audiences
4. Maintain and increase the organization's presence across relevant and innovative social media platforms
5. Support ongoing updation of the organization's website
6. Assist the team in liaising with publications and media agencies to build awareness

### Minimum Qualifications:

- Graduate or Post Graduate in any stream

- 2 to 4 years' experience in Communications, Social Media Marketing, Digital Marketing or Graphic design skills will be an added advantage

**Essential Skills Required:**

- Excellent knowledge of Graphic Design software's e.g.: Illustrator, Corel Draw, Photoshop and InDesign
- Knowledge and expertise in social media platforms – Facebook, Twitter, LinkedIn, You Tube
- Excellent writing skills
- Fluency in Hindi
- Photography, video recording and editing will be an advantage
- Knowledge of online analytics and social media strategies

**Reporting to:** Communications/ Awareness Lead at Ummeed

The above is a full-time position involving 8 hours per day/40 hours a week.

We encourage parents of children with disabilities to apply.

*Candidates meeting the criteria may email their updated resumes and a writing sample to [careers@ummeed.org](mailto:careers@ummeed.org).*