
COMMUNICATIONS ASSISTANT

CPPR is now hiring to the post of Communications Assistant.

The Centre for Public Policy Research (CPPR) is a non-profit, independent research organization engaging stakeholders of public policy to impact change in urban reform, social development, governance, health, education, and international relations. CPPR has always believed in engaging the right individuals for its initiatives and efforts including branding, graphic designing and social media management which is of importance while giving visibility to the policy research work and advocacy undertaken by us.

Department	Communications
Location	Kochi (Kerala, India)
Salary	As per Industry standards depending on qualifications and experience
Scope of Position	Responsibilities include graphic designing, website and social media management, videography and photography

QUALIFICATIONS & SKILLS WE NEED

- Undergraduates in any discipline or Advanced Diploma holders in graphic designing
- Experience or functional knowledge in Photoshop, Illustrator, Corel Draw and PageMaker.
- Good typing skills in English and Malayalam
- Proficiency in MS Office, Internet and Social Media
- Organized, able to multi-task and to give a high level of attention to detail
- Excellent follow-up skills

KEY RESPONSIBILITIES OF THE JOB

Shall be part of the Communications Team at CPPR and perform the following tasks:

1. Design posters, newsletters, brochures, social media banners & images, stage backdrops and other publicity materials
2. Make regular updates on CPPR social media platforms in coordination with the CPPR research team
3. Maintain and update the internal and external website of CPPR
4. Regular updating of social media analytics
5. Regular compilation of news from online, print and visual media, related to CPPR
6. Videography and photography during events.
7. Maintain a high level of quality in all the above tasks.

If you are interested and are confident that this job is for you, then do send us your resume to the HR Head at career@cppr.in or visit www.cppr.in/careers.

Dated: 1st Dec 2018

Center for Public Policy Research
First Floor, 'Anitha', Opp. Kochi Metro Pillar 818
S. A. Road, Elamkulam, Kochi, Kerala- 682 020
Ph: 91 484 4043895 | M: 91 97457 09174