



## JOB DESCRIPTION

JOB TITLE:	<b>COMMUNICATIONS ASSOCIATE</b>	ENGAGEMENT:	<b>FULL-TIME</b>
LOCATION:	<b>REMOTE (DELHI - NCR BASED)</b>	DEPARTMENT:	<b>COMMUNICATIONS</b>
ENGAGEMENT TERM:	<b>1 YEAR (FIXED TERM, EXTENDABLE BASED ON PERFORMANCE)</b>	JOINING:	<b>IMMEDIATE</b>

### About OwC

Oneworld Colab (OwC) is a mission-driven organisation advancing inclusive climate action and equitable energy transitions across South and Southeast Asia. We operate at the intersection of gender, climate, and finance, elevating the leadership of women and frontline communities most affected by the climate crisis but often excluded from key decisions and access to capital. We believe frontline communities facing climate change should not only bear its consequences but lead the solutions. Through partnerships, capacity building, and innovative finance, we link grassroots knowledge to policy and channel climate capital where it creates lasting impact.

Our flagship programme, Clean Futures Odisha, puts this into practice. We work across three districts with more than 30 grassroots collaboratives, enabling over 50,000 women and girls to shape a just, locally rooted clean energy transition. With programs in India and a growing presence in Indonesia, Vietnam, the Philippines, and Thailand, OwC unites more than 100 years of collective team experience in philanthropy, development, and climate systems. To date, we have mobilised over USD 40 million in capital.

We are seeking a talented communications professional to help tell our story and amplify the voices of the communities at its heart.

## About the Role

We are looking for a Communications Associate who is fast, precise, and someone who can translate complex ideas into clear, compelling content. This is a hands-on, execution-heavy role that sits at the centre of how OwC presents itself: to the public, to partners, and to funders. It spans writing and editorial work, visual design, platform management, event execution, and field presence.

You will need to be equally comfortable drafting a program brief, designing a carousel, building a run-of-show for an event in Delhi or Odisha, and coordinating vendors on the ground sometimes in the same week. Design is not secondary here. It is core to the role. The quality of OwC's visual communication across social media, events, presentations, and field-facing materials — is as important as the quality of its writing. We are looking for someone who takes both seriously and does not treat one as an afterthought of the other.

## Key Responsibilities

### External Communications and Content

- Build and maintain OwC's presence across LinkedIn, Instagram, and Twitter/X, developing platform-appropriate content across formats: posts, carousels, quote cards, explainers, data-led narratives, event coverage, and announcements.
- Own the content and social media calendar — planning ahead, coordinating inputs from the team, and ensuring consistent cadence and quality.
- Source and translate relevant research, policy developments, and sector insights into accessible, engaging public-facing content.
- Write, edit, and proofread all external-facing copy, maintaining OwC's voice with clarity and precision.
- Support website content management: updating program pages, drafting or refining positioning copy, and keeping the site current and accurate.

### Design

- Design and produce all visual assets across OwC's communications: social media graphics, carousels, quote cards, infographics, data visualisations, presentation decks, one-pagers, banners, and event collateral.
- Design event materials end-to-end — including physical and digital assets such as backdrops, signage, programs, name cards, social media event kits, and post-event visual summaries.
- Ensure visual consistency and quality across all platforms and materials, maintaining a coherent aesthetic that reflects OwC's positioning.
- Work with and brief external designers or vendors when required, ensuring outputs meet OwC's standards and timelines.
- Bring design thinking to storytelling — knowing when a visual does the work better than text, and how to make both work together.

## **Events and Vendor Management**

- Support end-to-end planning and execution of OwC events across locations including Delhi, Odisha, and other field sites — covering logistics, vendor sourcing and management, venue coordination, run-of-show, on-ground communications, and post-event documentation.
- Draft event briefs, speaker notes, attendee communications, and post-event summaries and highlights.
- Travel to field locations as required to support event execution and capture ground-level stories, visuals, and documentation.
- Coordinate with vendors — printers, AV teams, photographers, caterers, and venues - ensuring quality, timelines, and budgets are managed.

## **Program and Business Collateral**

- Support the writing, editing, and design of program decks, business decks, concept notes, one-pagers, and partner or funder briefs.
- Ensure all materials are clear, well-structured, visually strong, and aligned with OwC's positioning.

## **Internal Communications**

- Coordinate across the OwC team to source inputs, track content approvals, and ensure deadlines are met.
- Maintain internal coordination hygiene so the communications pipeline runs without friction.

## **Qualification and experience**

### **Essential:**

- 1–4 years of experience in communications, content, design, journalism, or a closely related field.
- Exceptional writing and editing skills in English — clear, fast, and precise.
- Strong design skills with a demonstrable portfolio: you know how to use design tools (Adobe Suite, Canva, Figma, or equivalent) and you know what good looks like. Both matter.
- Experience working in the social impact, development, or civil society space. This is a strong preference, not a nice-to-have.
- Genuine interest in and working knowledge of climate, gender, and/or equitable transitions. You do not need to be an expert, but you need to care and to have engaged with these issues.
- Comfort managing multiple workstreams simultaneously without losing quality or pace.
- Willingness and ability to travel to field locations — Delhi, Odisha, and other sites as required.
- Ability to work independently in a remote setup with strong communication and self-management habits.

**Preferred:**

- Background in journalism — the ability to spot a story, ask the right questions, and write on deadline is directly relevant here.
- Experience supporting or managing events, including vendor coordination, on-ground logistics, and physical design execution.
- Familiarity with website content management systems (WordPress or similar).
- Comfort with social media analytics and performance signals.
- Based in Delhi — while this role is fully remote, proximity to OwC's networks and events in Delhi is an advantage.

**Core Competencies**

1. **Analytical rigour** with the ability to translate field data into program and policy insights.
2. **Adaptability** for field-intensive work across rural, coastal, and tribal geographies.
3. **Fluency in MS-Office, Google workplace software**
4. Mindset of **a curious, strong, and supportive team player**.

**Compensation**

Compensation will be commensurate with philanthropy and impact-sector pay bands in India.

OwC is an equal opportunity employer and welcomes applications from all qualified candidates. We offer a dynamic, collaborative, and enabling work environment that supports learning and impact.

Please confirm:

- Current CTC: ₹ \_\_\_\_\_
- Expected CTC: ₹ \_\_\_\_\_

**Expected date of joining:**

Please indicate your earliest possible joining date.

**Other details**

This is a full-time role based out of Delhi, NCR. Candidates should have access to high quality internet services, to enable seamless remote working. Duration of the contract is for 1 year from the date of commencement of the contract, with the option for extension based on mutual agreement and performance.

## Application process

Along with your CV and a brief note on why this role, please complete the following two tasks. They are short, specific, and designed to give us a real sense of how you think and what you can do. There is no right answer — we are looking for clarity, judgment, and originality.

### Task 1: Writing Sample

OwC recently released findings from conversations with 611 women across three districts in Odisha -Anugul, Kendrapara, and Koraput — on their lived experiences of climate change and clean energy adoption. The findings show that women are aware of government schemes and eager to adopt cleaner fuels, but affordability, supply reliability, household norms, and local context continue to shape what is actually possible. Write a LinkedIn post for OwC's handle based on this finding. It should be between 150 and 200 words, feel human and grounded rather than reportorial, and reflect OwC's voice: direct, warm, evidence-led, and never preachy. Do not summarise the report. Make the reader feel something about what it means.

### Task 2: Design Sample

Design a single LinkedIn post graphic for OwC on the following stat: *Women make up 80% of those displaced by climate disasters in South and Southeast Asia yet remain underrepresented in energy and climate decisions.*

The graphics should be ready to publish — sized for LinkedIn (1200x1200px or 1080x1080px), aligned with OwC's visual identity (refer to [www.oneworldcolab.org](http://www.oneworldcolab.org) and OwC's LinkedIn page for reference), and strong enough to stop a scroll. Submit as a JPG or PNG.

**A note on AI: All writing and design submissions will be put through an AI detection check. We encourage you to use tools for research, ideation, or organisation, but the writing and design must be your own. Submissions that appear AI-generated will not be considered.**

**Send completed tasks along with your CV to [[contactus@oneworldcolab.org](mailto:contactus@oneworldcolab.org)]. Applications without both tasks will not be reviewed.**