



**Great
Place
To
Work®**

Certified

DEC 2025-DEC 2026
INDIA



Associate – Communications

Department:

Location: Head Office, Mumbai

Level: Associate

APPLY HERE

Information Links

www.educategirls.ngo

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)

Our Core Values: Integrity | Collaboration | Gender Equality | Empathy | Excellence

Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

Over the next 10 years, Educate Girls aims to impact 10 million learners by:

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15–29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India.

About the role:

The Associate—Communications will work with the Communications Team to ensure creative content delivery, online content management, and consistency in the organization's branding and messaging. It involves contributing to the creation and execution of campaigns, adapting stories across platforms, and ensuring consistent brand presence. This role requires travelling and coordination with field teams and vendors to deliver timely, org-aligned content in multiple formats.

Key Responsibilities

1. Donor Communications Management and Coordination

- Serve as the primary liaison between the Resource Mobilisation and Communications teams for all donor communication needs.
- Maintain a clear understanding of donor portfolios, supported geographies, programs, reporting cycles, and content expectations.
- Coordinate donor onboarding from a communications perspective, including monthly/quarterly requirements and on-ground branding collaterals.
- Plan donor photo/video shoots in advance and ensure branding compliance for quarterly reporting.
- Stay updated on additional donor visibility needs, such as social media posts and other communication requirements.

2. Story and Photo Collection, Review, and Quality Control

- Review stories, photographs, and videos from the field to ensure alignment with donor expectations and quarterly reporting needs.
- Coordinate with field teams to gather missing details, clarifications, or additional visuals as needed.
- Collaborate with translation agencies to convert stories from Hindi or other vernacular languages into English, preserving original meaning and nuance.
- Edit and adapt stories for various outputs, including donor reports, social media posts, blogs, newsletters, and media pieces.
- Ensure all donor-facing stories and visuals meet quality, consent, and safeguarding standards.

3. Content Planning, Travel, and Repository Management

- Plan proactive content collection to maintain a steady pipeline of stories and visuals beyond immediate donor needs.
- Conduct regular field visits to capture stories, photographs, and videos aligned with donor and communications priorities.
- Build and maintain a structured repository of stories, photos, and videos for donor reporting and broader use.
- Manage content trackers and calendars to handle timelines and reporting cycles across donors.
- Support the Communications team by providing ready-to-use stories and visual assets on demand.

4. Other Responsibilities

- Draft SEO-focused blogs for the organization's website, drawing from field stories and programs.
- Brainstorm creative ways to present stories through words, visuals, audio, video, or illustrations.
- Create PowerPoint presentations, pitch decks, and contribute to other communication needs as required.

Attributes for Success at Educate Girls



- Passionate about girls' education and deeply aligned with our core values.
- Strong communicator capable of engaging diverse audiences through compelling content.
- Resilient and adaptable, thriving in fast-paced, dynamic environments with multiple priorities.
- Committed to fostering a diverse and inclusive team culture with strong cultural sensitivity.
- Creative thinker with a problem-solving mindset and openness to new ideas.

Communication and Soft Skills

- Proven expertise in copywriting, creative writing, and social media management.
- Social media savvy.
- Excellent written and verbal communication skills in both **English and Hindi** (mandatory).
- Strong creative writing and storytelling abilities; able to independently craft compelling content.
- Ability to generate creative ideas for breakthrough campaigns and support execution.
- High attention to detail, lateral thinking, and strong project management skills for handling multiple priorities.
- Collaborative mindset for working with cross-functional teams and external partners across regions.

Education Background

- Bachelor's degree in Marketing, Communications, Digital Media, or a related field.

Preferred Work Experience

- 2–4 years in communications, corporate communications, content creation, or a similar role.
- If this role excites you and you're ready to contribute to transforming lives through girls' education, apply now!

Apply Link: <https://forms.gle/HVaSTMNinzYk2DLL8>