

Basic Information			
Position Title	Assistant Manager - Content	Location	Mumbai
Organizational Relationships			
Position reporting to	Sr. Lead - Communications		
No. of Direct Reports	0		
Job Purpose			
<ul style="list-style-type: none">- Providing end-to-end assistance to the Content Manager, for all of EdelGive’s content requirements.- Crafting high quality content (both copy and creative) for all of EdelGive’s communication purposes.- Liaising with internal teams as well as agency partners to plan, maintain and execute EdelGive’s annual content calendar.			
Key Responsibilities			
Managerial Responsibilities	<ul style="list-style-type: none">- Planning and coordination with EdelGive’s respective teams for all content requirements.- Planning and coordinating with external vendors and agencies.- Monitoring EdelGive’s social media accounts and ensuring that they are kept up to date.- Pitching and suggesting fresh approaches to the overall communications strategy for EdelGive (includes website, social media etc.).		
Functional Responsibilities	<ul style="list-style-type: none">- Drafting basic copy and communications (emails, letters, SM, website copy etc.) and obtaining approvals on different pieces from Lead – content/communications, EdelGive’s respective teams, leadership, external partners etc.- Blocking time and scheduling meetings with internal and external stakeholders.- Maintaining calendars/schedules of the Leads for Communications and Content.- Maintaining and updating all project trackers, sending reminders to close tasks as per processes and timelines.- Independent ownership of small content projects, and error free submission of content drafts.		
Job Requirements			
Qualifications	Bachelor’s or Master’s degree in any stream – Preferred in Arts / Business studies/ Social Work /Sociology/ Development Studies.		
Experience	1-2 years’ experience in content management, writing, social media management and coordination.		
Functional Competencies	<ul style="list-style-type: none">• Platform functionality and knowledge.		
	<ul style="list-style-type: none">• Good documentation and monitoring skills for process outlines, flowcharts and implementation procedures.		
	<ul style="list-style-type: none">• Strong MS Office Suite skills.		
	<ul style="list-style-type: none">• Strong communication skills (Oral and Written).		

	<ul style="list-style-type: none"> • Good drafting skills in respect of all basic text/copy.
Behavioral Competencies	<ul style="list-style-type: none"> • Problem Solving
	<ul style="list-style-type: none"> • Networking
	<ul style="list-style-type: none"> • Analytical Skills & a Solution Oriented Approach
	<ul style="list-style-type: none"> • Strategic & Critical Thinking
	<ul style="list-style-type: none"> • Working in teams
	<ul style="list-style-type: none"> • Monitoring and Coordination Skills