

Job Title: Senior Content Associate
Location: New Delhi
Department: Chairperson's Office
Reports To: Director – Chairperson's Office
Job Type: Full-Time

Role Overview:

The Satyarthi Movement for Global Compassion (SMGC) is looking for a talented and driven Senior Content Associate to join our team and work closely with the Chairperson. The ideal candidate will have flawless writing ability, exceptional research and analytical skills, and a sound understanding to synthesize complex information into clear and engaging content. This role requires a proactive individual who can engage with the Chairperson regularly and assist him in the creation of high-quality written materials for publication in books, media and journals.

About Satyarthi Movement for Global Compassion (SMGC)

The Satyarthi Movement for Global Compassion aims to globalize compassion and ignite 'compassionate action' and 'compassionate leadership' in the world to ensure justice, equity, peace and sustainability for all. SMGC aims to create paradigm shifting social transformation and meaningful impact at scale through power of compassion.

We focus on creating 'Compassionate Communities', extensive research and training, experiential learning, high level dialogues and conferences. SMGC encompasses grassroots activists, youth leaders, Nobel Laureates and global changemakers from all walks of life.

Our Core Values are Compassion, Excellence, Honesty, Courage and Humility.

Key Responsibilities:

Content Creation:

- Draft, edit, and proofread speeches, articles, Op-eds, reports, blogs and other written materials for the Chairperson.
- Create engaging and informative content on behalf of the Chairperson for various platforms, including websites, social media, and publications.
- Ensure all written materials are accurate, well-researched, and align with the Chairperson's voice and messaging.
- Play an active role for creation and posting of content

Research:

- Research topics of global and national importance with a strong resonance to core areas of Chairperson's work and update the Chairperson accordingly regularly
- Research topics suggested by the Chairperson to value-add to the written content

Collaboration:

- Work closely with the offices of key global leaders to amplify Chairperson's thoughts at key forums.
- Collaborate with other team members to develop content strategies and ensure consistency across all communications.
- Participate in meetings, briefings, and strategy sessions as required.

Documentation and Organization:

- Maintain organized records of all research materials, drafts, and final content.
- Develop and manage a content calendar to ensure timely delivery of all written materials.
- Assist in the preparation of presentations, proposals, and other documentation as needed.

Qualifications & Skills:

- Master's Degree in Mass Communication, Journalism, English or a related field.
- Minimum of 7-9 years of experience in research and content creation.
- Experience working with high-profile individuals or in high-stakes environments is a plus.
- Proven ability to produce high-quality written content under tight deadlines.
- Exceptional research and analytical skills.
- Strong writing, editing, and proofreading abilities.
- Ability to synthesize complex information into clear and compelling narratives.
- Familiarity with social media platforms and content management systems.
- Excellent organizational and time management skills.
- Detail-oriented with a strong focus on accuracy and quality.
- Self-motivated and able to work independently as well as part of a team.
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- Commitment to the values and mission of the organization.
- Commitment to deadlines.

Number of Vacancies: 1

Location: New Delhi

To know more about SMGC, you can visit the below links:

SMGC Website: <https://satyarthimovement.org/>

SMGC Concept Note: <https://heyzine.com/flip-book/2e5610292d.html>

SMGC Introductory Video:

<https://workdrive.zohoexternal.com/external/3deab81e683f902fcf1bb6d9c4c9c45139913bffbb89d491dc5c2f3751543b1f>

LinkedIn: [Satyarthi Movement for Global Compassion](#)

Instagram: [SMGC Official](#)

Facebook: [SMGC Official](#)

Twitter: [SMGC Official](#)

SMGC is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

To Apply

- Interested candidates with relevant experience may send their application mentioning "**Senior Content Associate**" in the subject line, along with CV and cover letter justifying suitability for the position – role fitment based on present & past work experience to: recruitment@satyarthimovement.org by **30th July 2024**

- Please indicate Current/Last drawn compensation & expected compensation in your application.

