

The French Institute in India is recruiting
Communication Officer – New Delhi

Fixed term contract – to start from Tuesday 1st of August 2023

The French Institute in India is seeking a highly motivated and talented Communication Officer to join our team in New Delhi. As a Communication Officer, you will be responsible for developing and implementing effective communication strategies to promote the activities of the Institute and strengthen our relationships with the public, media, and stakeholders.

Job Description:

The Communication officer will primarily design, plan and coordinate the communication plan, in close collaboration with the Head of Communications and the Director of the Institut Français in India.

Specific tasks include:

- Develop and execute comprehensive communication plans and strategies that align with the Institute's objectives and goals.
- Collaborate with the Institute's team members to develop compelling communication materials such as press releases, newsletters, brochures, and social media content.
- Manage the Institute's social media channels, including Facebook, Twitter, Instagram, and LinkedIn, and develop engaging content to increase the Institute's online presence.
- Monitor and analyze media coverage of the Institute and its activities and prepare reports and analyses to help inform decision-making and improve communication strategies.
- Develop and maintain positive relationships with the media, stakeholders, and partners to ensure the Institute's message is accurately and effectively communicated.
- Manage the Institute's website and ensure that it is up-to-date with accurate information.

- Develop and manage the Institute's internal communication systems to ensure that all team members are kept informed and up-to-date on Institute activities and developments.
- Updating and maintaining the database of IFI: relevant partners and stakeholders to promote activities, clubs, influencers, YouTubers, journalists and bloggers.

Skill-set required:

- Excellent English writing skills
- Working knowledge of social media platforms and marketing trends
- Ability to analyze and report relevant engagement metrics (social media, mailing, website analytics)
- Knowledge of website content management systems. E.g. WordPress, Drupal etc.
- Knowledge of French and other Indian languages is desirable
- Manage multiple and complex projects simultaneously

Others:

- At least 2 year of experience in similar or related capacity
- Time management and organizational skills
- Interpersonal and communication skills
- Team player
- Interest in culture, education, science and arts

If you are a highly motivated and creative individual with a passion for communication and public relations, we encourage you to apply for this exciting opportunity to join our dynamic team at the French Institute in India. An application file (CV + cover letter) should be sent only by e-mail before 15/06/2023 at the following address: jobs@ifindia.in

Note: Only shortlisted candidates will be contacted