

VRDS Volunteer-Documentation and Communication JD

Reporting to: Executive Director, VRDS

Time commitment: Flexible. You can give as much or as little time as you want to

Role summary

Documentation and Communication volunteer play a key role in supporting and maintaining internal and external communications of anasiri Rural Development Society (VRDS) with project collaborators, implementing agencies, service providers and assist to execute the communications strategy, maintain project documentation. The Volunteer will be primarily responsible for supporting the Communication Manager implementing the communications policy, strategy and guidelines. The Volunteer will also maintain project documentation and publish on various platforms like mass media, digital and social media. The role is flexible to suit volunteer's commitments and interests.

Description

Documentation and Communication volunteer will assist with support strategic and marketing communication and documentation of VRDS' various activities. The volunteer will directly contribute to increasing VRDS' mission to rural development, livelihoods promotion and women empowerment by increasing organizational visibility in various platforms - conventional and digital media. All appropriate materials to support your role will be supplied by us with ideas for preparing various promotional materials. The Communications Manager will be available to give you continuous support, advice and guidance.

Responsibilities

- To support implementation of specific elements of VRDS' strategic and marketing communications strategy
- Support the management of strategic communications conferences and exhibitions we attend – including setting purposes and objectives, pre-planning, briefings, logistics, presentations, posters, exhibitions stands and collaterals, conference roles and responsibilities
- Support the design and delivery of strategic communications documentation across all functions and media including development of all organisational documentation.
- Support in website and collaterals development for fundraising, conferences and exhibitions we attend – including presentations, posters, exhibitions stands and collaterals e.g. newsletter, Digital and hard-copy appeals, reports, etc.
- Support the maintenance of website's core content and coordinate content generation for the website with the fundraising and programmes teams e.g. news stories, case studies etc.
- Support development of digital media fundraising e.g. online advertising, text giving, and enhance VRDS' social media presence (e.g. Twitter, Facebook, YouTube and LinkedIn)

Qualifications

- Knowledge of and experience with media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Experience with communication/ creative agencies/ vendors will be added advantage
- Ability to communicate with people outside the organisation, representing the organisation to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail
- Excellent writing skills, including copy editing and proofreading
- Experience of promoting social media e.g. Facebook, twitter, LinkedIn, YouTube and Wikipedia
- Develop key promotional messages in consultation with the project team
- Participate in developing and evaluating feasibility, efficiency and quality of Information Education and Communication (IEC) materials
- Assist in coordinating communication activities and events of the project and partners
- Assist in conducting awareness raising campaigns, events, information dissemination workshops, etc. for target groups
- Undertake sporadic field visits to monitor programme implementation and liaise closely with target groups
- Participate in donor visits for showcasing project progress and achievements
- Take lead in dissemination of communication materials to relevant stakeholders
- Draft case studies and relevant project documents and suggest recommendations on varied issues (as and when required)
- Maintain documentation management system (hard copy and on network)
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- Commitment to work within organisation's guidelines and policies

Time Period

This position requires a minimum 2 month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 8-10 hours per week.

Benefits and recognition

This position provides valuable experience for communication management and documentation for the volunteer. Further the volunteer will also gain following benefits:

- Opportunities to meet new people in your community
- Opportunity to develop communication, marketing and documentation skills
- The satisfaction of knowing you will be making a difference to the lives of rural communities
- Learn new transferable skills to improve CV

About VRDS

Vanasiri Rural Development Society (VRDS), an NGO registered under the Societies Act, has been working in the backward blocks of Haveri district in Karnataka, since 2004. We, at VRDS, believe that 'Conservation, enhancement and sustainable utilization of natural resources' to be key factor for ensuring the sustainability of the life on this earth. With this basic premise, we are committed to empowering the rural poor and other marginalized communities to obtain sustainable livelihood opportunities by promoting and implementing environment-friendly rural development projects. We achieve this through empowering the rural community as well as government machineries through institutional initiatives and working with an integrated and result oriented approach focusing on education, technical guidance, and motivation.

Interested candidates are requested to submit their resumes to S.D.Balingar, Executive Director, VRDS at sdbaligar@gmail.com or vrdsrnr@gmail.com