

**Job Title:** Communications Officer

**Unit:** Media & Communications

**Location:** Bengaluru

**Reports to:** Team Lead - Creative Design

**Remuneration:** 7,50,960/- per annum

**Employment Status:** 1 year of employment with a potential opportunity to extend

**Last date to receive application** – 8th October 2025

### **Purpose of role**

A communications officer's role will be to create communication strategies and materials around departmental progress that ensures employees are kept informed and motivated. The Individual will be communicating through several channels, such as a staff intranet, email bulletins, website and newsletters.

The individual will closely work with departmental heads and the communications manager to establish organisational messages and keep staff informed of developments. The individual will also help formulate the organisation's internal response to crisis situations. Ability to design, eye for aesthetic, use appropriate tools and channels to deliver the message in the most impactful way.

The individual will closely work with the communications team to create content for the website, catalogue visual content for the Greenpeace archive and send out regular e-mails on communications projects, campaign updates to relevant internal and external teams.

### **Main Duties**

- Establish an internal communications strategy in conjunction with departmental managers
- Formulate and deliver effective communication strategies and activities, in consultation with the Communications Manager
- Ensure organisational initiatives and projects are successfully communicated to employees and stakeholders
- Plan, edit and write content for a variety of internal communications mediums, such as annual report, staff intranet, newsletters, FAQs, communication material for FR teams, website content and email bulletins.
- Send out weekly emails to allies and other stakeholders on communication and campaign updates.
- Create and update website content regularly
- Ability to design aesthetic communication material for storytelling for internal and external usage.
- Use digital tools to deliver the message in the most impactful way.
- Create video messaging content to communicate campaign

messages to multiple departments.

- Draft editorials for senior staff to be published in supporter emails, supporter newsletter, website or external media platforms.
- Ensure internal communications messages are consistent across all mediums and for different departments of the organisation.
- Ensure internal communication messages are consistent with external communication messages
- Respond to feedback from staff and adjust communications content accordingly
- Handle the communication response to crisis situations which affect organisational perception and reputation.
- Working in close coordination with the other units of the Communications department and with the campaign and fundraising teams.

### **Decisions**

- While the communications officer is expected to play a proactive role in ideation, planning and execution process of internal and external content, the final sign off will be made by the communications manager.
- Any form of communication like emails, editorials, blogs, website content should be drafted with utmost care to follow organisational guidelines on value, language and stand on issues.

### **Knowledge & Experience**

- At least 3 years professional experience as a creative writer in the digital space
- Excellent command over the English language.
- Proficient writing, editing and proofreading abilities
- Ability to create designs and edit videos that efficiently tell the story of the project
- Ability to write in many formats - article, blogs, landing pages, emails, editorials, organisation statements and news articles
- Ability to work with challenging & dynamic content
- Ability to coordinate with multiple teams and communicate about the campaigns in a simple and consumable format.
- Strong interest in climate change and environmental developments.
- Proactive and ability to work under pressure and deliver within tight deadlines
- Flexibility around working hours and occasional travel.

### **Organisation Skills**

- **Planning and organising:** Proactive in identifying the requirements, organise and calendarise tasks and execute deliverables in a timely, efficient and effective manner.
- **Initiative and innovation:** The internal communications consultant should be a

highly creative individual who is able to simplify complex campaign issues for team members to keep them informed and updated.

- **Working with others:** We are looking for a strong, creative team player who is open to ideas, will derive inspiration from other team member's experiences and eventually conceptualise communication material that reflects the team's work.

#### To Apply

Do send your letter of interest (350 words or less) along with the latest resume to [careers.india@greenpeace.org](mailto:careers.india@greenpeace.org) stating 'Application for the post of Communications Officer' in the subject line.

We are a small team and would revert to applicants only after 8 working days from the last date of application. While we would put in our best to revert to each individual, in case you don't hear from us in the 8 working days then it is likely that your application would not have been Shortlisted.

Greenpeace India is dedicated to upholding gender equality and inclusivity and we actively encourage individuals from diverse backgrounds to apply.