



JD NO. 202405

Job Description : Outreach & Communication Coordinator

Position Title : Asst Manager – Communications

Location : Kolkata

Job Type : Full-time

Job Summary : We are seeking a dynamic and motivated Research and Outreach Coordinator to join our team. As a key member of our foundation, you will play a crucial role in shaping our research initiatives, managing outreach programs, and representing us in diverse technology forums.

Responsibilities:

1. Social Media Management:

- Create engaging and informative social media posts related to our research activities.
- Design visually appealing graphics and multimedia content to enhance our online presence.

2. Capacity Building and Outreach:

- Plan and execute capacity building programs to empower stakeholders with the latest technological advancements.
- Manage outreach efforts to connect with industry partners, government bodies, and the academic community.

3. Academic and Research Collaboration:

- Liaise with academic institutions and research organizations to foster partnerships and collaborative projects.
- Facilitate knowledge exchange and collaboration opportunities among researchers and scholars.

4. Meeting Management:

- Organize and coordinate meetings, workshops, and seminars related to our research agenda.
- Prepare and distribute meeting agendas, record meeting minutes, and follow up on action items.

5. Grant Research and Proposal Preparation:

- Conduct research on potential grants and funding opportunities aligned with our research focus.
- Collaborate with fellow scientists and experts to develop compelling project proposals for grant applications.

6. Representation in Technology Forums:

- Represent the foundation in technology forums, conferences, and industry events.
- Engage with stakeholders, present our research findings, and build strategic partnerships.

Qualifications:

- Bachelor's degree in a relevant field (e.g., computer science, engineering, communications).
- Proven experience in social media management, content creation, and graphic design.
- Strong project management skills with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills for building relationships and networking.
- Knowledge of research methodologies, grant writing, and academic collaboration is desirable.
- Ability to work independently as well as collaboratively in a team environment.

**Benefits:**

- Competitive salary commensurate with experience.
- Opportunity to work at the forefront of Internet technology research and innovation.
- Professional development and training opportunities.
- Health insurance and other benefits as per company policy.

How to Apply:

Interested candidates should submit their resume, cover letter, and any relevant portfolios or projects to hr@iifon.org. Please include " Outreach & Communication Coordinator " in the subject line. We look forward to reviewing your application and discussing how you can contribute to our team.