

ASIAN BRIDGE INDIA

Position: Documentation, Reporting and Communication Officer

Organization: Asian Bridge India (ABI)

Location: Varanasi, Uttar Pradesh

Employment Type: Full-time

Reports To: President, Asian Bridge India

About Asian Bridge India

Asian Bridge India (ABI), established in 2009, is a grassroots organization based in Varanasi working to uplift marginalized communities including children, youth, women, Dalits, De-Notified Tribes, and sexual minorities. ABI addresses issues of poverty, violence, and systemic discrimination by promoting gender equality, economic justice, and human rights through education, advocacy, and legal support.

Position Overview

The Documentation, Reporting and Communication Officer will be responsible for managing all aspects of organizational communication, documentation, reporting, digital presence, and knowledge management across multiple projects. This position requires excellent writing skills, creative communication abilities, digital media expertise, and strong commitment to storytelling for social impact.

Key Responsibilities

Documentation and Reporting:

- Lead the preparation of high-quality project reports including monthly, quarterly, annual, and donor-specific reports for all organizational projects
- Develop case studies, success stories, human interest stories, and impact narratives highlighting community voices and project outcomes
- Document project activities through written reports, photographs, videos, and multimedia content
- Compile and analyze program data to create compelling narrative and visual reports
- Ensure timely preparation of reports to donors, partners, and stakeholders
- Maintain a systematic documentation repository including activity reports, media coverage, publications, and research materials
- Support preparation of project proposals, concept notes, and funding applications with strong narrative development
- Document learning, challenges, and best practices for organizational knowledge management

Website Management:

Job Announcements

- Update, and maintain the Asian Bridge India website ensuring latest information are placed
- Regularly update website content including project updates, blog posts, news, events, publications, and resources
- Coordinate with web developers for technical updates and troubleshooting as needed

- Develop and implement comprehensive social media strategy across platforms (Facebook, Instagram, Twitter, LinkedIn, YouTube)
- Create engaging content including posts, graphics, videos, infographics, and campaigns that amplify organizational work and community voices
- Manage daily social media operations including content scheduling, posting, and community engagement
- Respond to comments, messages, and inquiries on social media platforms in a timely and professional manner
- Design social media campaigns around key events, advocacy issues, and organizational milestones

Communication and Advocacy:

- Develop communication materials including brochures, leaflets, posters, newsletters, fact sheets, and advocacy documents
- Write and disseminate press releases, media advisories, and opinion pieces to local and national media
- Maintain relationships with journalists, media houses, and communication platforms
- Support advocacy campaigns with strategic communication products and messaging
- Create visual content using graphic design tools for print and digital media
- Coordinate photography and videography for project activities and events
- Develop and maintain organizational brand identity and communication guidelines

Required Qualifications

Education & Experience:

- Bachelor's or Master's degree in Mass Communication, Journalism, Social Work, Development Studies, English, or related field
- Minimum 3-5 years of experience in documentation, reporting, communication, or digital media, preferably with NGOs or development sector organizations
- Proven experience in website management (WordPress or similar platforms)
- Demonstrated expertise in social media management with portfolio of successful campaigns
- Experience in producing diverse communication materials including reports, case studies, and advocacy documents

Skills and Competencies:

- Excellent writing, editing, and storytelling skills in both Hindi and English
- Strong proficiency in website management, content management systems
- Expert-level social media management skills with deep understanding of platform algorithms and best practices
- Proficiency in graphic design tools (Canva and other online tools)

Job Announcements

- Strong organizational skills and ability to manage multiple tasks and deadlines
- Sensitivity to gender, caste, and social justice issues
- Commitment to ethical storytelling and representing marginalized communities with dignity

What We Offer

- Competitive salary commensurate with experience
- Opportunity to amplify voices of marginalized communities and contribute to social justice
- Creative freedom and professional autonomy in communication strategies
- Professional development and capacity building opportunities
- Collaborative and mission-driven work environment

Application Process

Interested candidates should submit the following documents to **asianbridgeindia@gmail.com** with the subject line "Application for Documentation, Reporting and Communication Officer":

1. Updated CV/Resume
2. Cover letter explaining your motivation and relevant experience
3. Portfolio showcasing:
 - Writing samples (reports, case studies, articles)
 - Website(s) you have managed (provide links)
 - Social media campaigns you have led (provide links/screenshots)
 - Graphic design work and any video content (provide links or attachments)
4. Contact details of two professional references

Application Deadline: 05-11-2025

For queries, contact: **+91-7985061343**

Asian Bridge India is an equal opportunity employer. We encourage applications from qualified candidates from marginalized communities including women, Dalits, Adivasis, De-Notified Tribes, persons with disabilities, and LGBTQIA+ individuals.

Contact Information:

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