



Innovative Change Collaborative
Services Pvt. Ltd.



Job Description: Communication Specialist

Location: Guwahati, Assam

Duration: 3 Years Fixed, Full Time – Further extension will be based on need and resources available

About AAGL Program:

CIIE.CO has launched the Assam Agribusiness Growth Lab (AAGL), a flagship program under Assam Agri-business and Rural Transformation Project (APART) to support and accelerate the growth of Agri and allied enterprises in Assam. The AAGL program is being co-implemented by the Centre for Innovation Incubation & Entrepreneurship (CIIE.CO), of IIM Ahmedabad and Innovative Change Collaborative Services Pvt Ltd (ICCSPL).

About ICCSPL:

Innovative Change Collaborative Services Pvt Ltd brings together civil society partners, funders, corporates, and government agencies to concerted efforts for disadvantaged communities' economic and social empowerment.

Scope of work:

The major objective of this position will be providing communication and partnership support for the 100 Agri-enterprises in 3 years. Applications will be considered on a rolling basis.

Responsibilities:

The responsibility of the social media intern will be following but not limited to –

1. Maintain an active relationship with the enterprises
2. Support in the preparation of communication collaterals
3. Design and organize outreach campaign for the preparation of cohort and will include:
 - Content Creation and Management
 - Digital & Social Media Management
 - Graphic Design
4. Coordinate among the stakeholders with the incubation ecosystem.
5. Facilitation and Liaising with government departments and various stakeholders for the smooth implementation of the project
6. Research, document, and develop concepts for proposing programs to various stakeholders for creating a pipeline of potential enterprises.
7. Event management – Provide support to the team to organize events like Boot Camps, and Pitching Sessions.
8. Coordinate and collaborate with the team members for the implementation of various activities of the incubator
9. Ability to multi-task and efficiently deliver work in a time-bound manner in a dynamic environment
10. Handle any other work assigned by the Reporting Manager

Corporate Office:

A-45, Ground Floor, Sector 2, Noida, Uttar Pradesh- 201301

Regional Office:

Second Floor, House No-4, Chandan Nagar Beltola Survey, Guwahati, Assam-781028



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Qualifications and desired skillset:

- Post graduate in Business Administration, Management, Mass Communication, and Journalism are encouraged to apply
- 2-3 years of demonstrable experience in stakeholder management, incubation, business management, communication
- Proficient in MS Office/ Google Office especially MS Word and PowerPoint
- Proficiency in design software like Canva, Adobe. advance knowledge of Graphic Designing is preferred
- Proficiency in English language is a must

Skills that will be advantageous for the Position:

- Knowledge of local languages of Assam.
- Knowledge of Entrepreneurial Ecosystem of Assam (especially Agribusiness related)

Salary: commensurate with experience

Deadline for Applications: **10 August 2022**. Please send your application to: jobs@iccspl.com.

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