

## Green Hub Northeast India

**Job Title:** Communications and Alumni Coordinator

**Location:** Tezpur, Assam

**Organization:** Dusty Foot Foundation

**Project:** Green Hub Fellowship, Northeast India

**Reports To:** Program Manager / Project Director

**Position Type:** Full-time

**Remuneration:** ₹35,000-₹40,000

**Application Deadline:** 15th April 2025

### Job Summary

We are seeking a dynamic and motivated Communications and Alumni Coordinator to manage communications strategies, engage with alumni, and strengthen outreach efforts. The role involves creating impactful content, managing social media and newsletters, creating an annual report and fostering connections with alumni to build a vibrant and engaged community.

#### Minimum

#### Qualification:

- Bachelor's or Master's degree in Communications, Media, Public Relations, or a related field.
- 2+ years of experience in communications, alumni relations, or a similar role.
- Strong writing, editing, and storytelling skills.
- Proficiency in social media management, website CMS, and design tools (Canva, Adobe Suite, etc.).
- Excellent interpersonal and networking skills.
- Ability to manage multiple tasks and meet deadlines.
- Passion for conservation, education, or community development.

**Duration:** 12 months ( extendable based on performance)

**Provide overall project management:**

**Communications & Outreach:**

- Develop and implement communication strategies to enhance visibility and engagement.
- Manage digital platforms, including website updates, newsletters, and social media.
- Create compelling content such as blogs, reports, and promotional materials.
- Coordinate with media and external stakeholders for outreach and branding.
- Travel when required for on-ground outreach.

**Alumni Engagement:**

- Establish and maintain a strong alumni network.
- Organize alumni meetups, events, and engagement programs.
- Basic knowledge of budgeting.
- Develop initiatives to track alumni progress and impact.
- Maintain an updated alumni database and facilitate networking opportunities.

**Event Coordination & Support:**

- Assist in planning and executing events, workshops, and conferences.
- Coordinate with internal teams and external partners for smooth event operations.
- Press meet and media coordination.

**Monitoring & Reporting:**

- Track and analyze engagement metrics to improve outreach strategies.
- Prepare reports on alumni achievements and communication effectiveness.
- Ensure consistency in branding and messaging across all platforms.
- Preparing annual report.

To apply, please send your CV to [dustyfootfoundation@gmail.com](mailto:dustyfootfoundation@gmail.com).

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