


Détail de l'offre : Communication Office

| | |
|----------------------------------|---|
| Partenaire |  Alliance Française de Bombay |
| Adresse | Theosophy Hall 40 new marine lines |
| Ville | Bombay |
| Référence | 22D1659332980 |
| Titre | Communication Office |
| Description du poste | <p>This role involves creating and managing public relations and marketing materials such as press releases, blog posts, newsletters, and content for social media. This role also involves tracking and reporting analytics on marketing and communications campaigns and coordinating promotional events.</p> <p>Under the direct authority of the Executive Director of Alliance Française de Bombay and under the guidance of the Culture and Communications Coordinator, the Communications Officer will be working from the Head Office in Theosophy Hall (located in Churchgate in Mumbai).</p> |
| Type de contrat | Emploi |
| Société | Alliance Française de Bombay |
| Description de la société | <p>Founded in 1938, Alliance Française de Bombay (AFB) is a Franco-Indian cultural center whose main objective is to promote and develop Franco-Indian cultural relations through:</p> <ul style="list-style-type: none"> - Teaching the French language to the Indian public: AFB has 4 centers across Mumbai and teaches French to more than 5,000 students per year. It brings together a team of around 60 teachers and 30 staff members. It also has a branch in the city of Nashik. - The organisation of cultural events which promote French and Francophone cultures and encourage Franco-Indian cultural exchanges. Alliance Française de Bombay organizes a wide selection of events each year (cinema, music, dance, contemporary circus, theatre, debates of ideas, conferences etc.) essentially 'outside the walls, in partnership with the leading cultural institutions of Mumbai. These events bring together around 20,000 people each year. They mainly target Indian and English-speaking audiences. Special attention is paid to establishing long-lasting partnerships with our cultural partners and to diversifying our target audience. |
| Localisation | Bombay |
| Pays | Inde |
| Profil recherché | <p>Excellent digital community management skills: Facebook [page + group], Instagram, Twitter, LinkedIn, Youtube channel and other emerging platforms</p> <ul style="list-style-type: none"> - Mastery of office tools and design software (Word, Excel, In design, Photoshop, Canva, Open shot etc...) - Expertise in photography, videography and editing skills to create multimedia content for our social media platforms - Mastery of Microsoft Office & Cloud Computing Software including spreadsheets, word processors, databases, and digital communication tools (including social media) - Familiarity with digital work management tools like Slack, Trello etc. is necessary - Ability to develop and use tools for monitoring and evaluating an activity or project - Excellent interpersonal skills - Excellent writing skills - Excellent organisational skills and time management |

- Knowledge of social media platforms and marketing trends
- Ability to analyze and report relevant engagement metrics (social media, mailing, website analytics)
- Manage multiple and complex projects simultaneously

More information in the folded file