



Shram Sarathi

Position: Executive (Communication & Research)

Location: Udaipur, Rajasthan

Reporting to: CEO

Type: Full time (on-site)

Shram Sarathi is a specialized financial institution providing financial services, counselling and guidance to migration-dependent workers and households. Through a range of innovative products, Shram Sarathi offers credit, emergency financing, financial fraud protection and advisory services to migrant workers and their families. It works directly in tribal regions of South Rajasthan and operates within the larger ecosystem of migration support offered by the Aajeevika Bureau. You can read more about us here: <https://www.shramsarathi.org/>

Shram Sarathi is looking for a professional with a flair for communication, writing, and development research. The role will excite those keen on engaging with and contributing to labouring communities and who wish to make their writing stimulate change on the ground. This is also an excellent opportunity for young researchers and writers to undertake skillful writing and publishing. This position is not a desk job; a willingness and ability to travel widely and engage with worker communities and other stakeholders is a critical requirement. Senior team members will collaborate, guide, and handhold the colleague.

ROLE AND RESPONSIBILITY

- Writing, documenting and publishing reflective pieces drawing upon Shram Sarathi's work
- Developing case studies and narrative reports to showcase Shram Sarathi's projects in Rajasthan
- Conducting participatory action research through engagement in data collection, analysis, and interpretation to generate evidence-based recommendations for policy and advocacy purposes.
- Producing quality content - Blogs, infographics, articles, social media content
- Build, manage, and evaluate social media and web presence
- Writing good quality RFPs, project proposals and helping team in fundraising
- Maintain communications with key stakeholders, funders through regular mailings and newsletters

QUALIFICATIONS, SKILLS AND COMPETENCY

- Graduation / Post Graduation in development, communications, journalism, English, Management or related fields.
- Minimum 2 years' experience in communications, report writing, case studies, social media management and fund raising.

- Strong analytical and critical thinking skills with good qualitative and quantitative skills to interpret data and results.
- Excellent writing and communication skills with a record of independent writing in English is highly desirable. While a superior English language competence is an absolute essential, we expect a good grasp of spoken and written Hindi, the main language of our work.
- Previous experience in the social and development sector is highly preferred
- Ability to travel to rural areas and engage sensitively with rural communities and teams.
- Collaborate with and complement the capacities of team members in order to contribute to the design and execution of financial instruments and interventions.

REMUNERATION

Shram Sarathi's salary offer to the selected candidate will be reasonable and in line with its value orientation as a non-profit and its mid-size scale as a financial institution.

APPLICATION REQUIREMENTS

Please send your latest CV/ Resume with a covering letter stating clearly why you consider yourself suitable for the position. Applications should be accompanied by at least two writing samples. Please note that a resume without a cover letter and writing sample will not be considered. Complete applications must be mailed to jobs@shramsarathi.org