Position	**Assistant Manager – Communications (Digital Content & Design)**
Location	New Delhi (office-based; occasional travel to program locations and events)
Reporting Officer	Senior Manager – Communications
Type	Full-Time
Experience	2–4 years of relevant communications experience

Position Brief:

The Assistant Manager – Communications (Digital Content & Design) will be a hands-on member of Milaan's communications team, responsible for turning program information, data, stories and organisational priorities into clear, accurate and compelling communication outputs.

Working closely with the Senior Manager – Communications and program teams, the AM will support day-to-day content production across digital platforms, visual design, presentations, reports, campaigns and events. The role requires someone who can take a clear brief, exercise judgement, produce strong first drafts, manage deadlines and carry routine deliverables through to completion with increasing independence.

This is an execution-focused role with a strong mix of writing, design and digital content. It is suited to someone who is organised, curious, visually thoughtful, comfortable working with feedback, and attentive to accuracy, audience and tone.

Key Responsibilities:

1. Content Development and Editorial Execution

- Draft and adapt social media copy, short-form stories, campaign content, web copy, event communication and other routine communications materials.
- Translate raw program updates, field notes, reports and data into clear, audience-appropriate communication outputs.
- Edit and proofread content for clarity, accuracy, tone, grammar and consistency before submission for approval.
- Understand the purpose and audience of a communication brief and make sensible editorial choices rather than reproducing source material verbatim.
- Verify names, numbers, quotes and source information before material is finalised for publication.

2. Visual Design and Digital Content

- Create high-quality social media creatives, carousels, infographics, event assets and other digital content in line with Milaan's visual identity.
- Design and format presentations, reports, one-pagers, briefs and donor-facing materials using established templates and brand systems.
- Turn data and program information into simple, accessible visual formats without compromising accuracy.
- Use Canva and/or Adobe tools confidently; familiarity with Figma or similar tools is an advantage.
- Prepare publication-ready files and maintain clean source files for future adaptation.

3. Social Media and Platform Execution

- Support implementation of Milaan's content calendar across LinkedIn, Instagram, YouTube and other approved channels.
- Prepare, schedule and publish approved posts, reels, stories and other digital content.
- Adapt content appropriately across platforms.
- Support basic performance tracking and identify useful patterns in content engagement.

4. Video, Photography and Multimedia Support

- Edit short-form videos and reels, including subtitles, basic sound and visual clean-up, and platform-appropriate formatting.
- Support the conversion of longer interviews, event footage and field documentation into shorter digital formats.
- Occasionally support photography, video capture and content documentation during field visits and events.

5. Publications, Presentations and Organisational Communication

- Support the production and formatting of reports, decks, briefs, donor updates, campaign materials and event communication.
- Work within approved templates and design systems while maintaining strong hierarchy, readability and consistency.
- Coordinate routine inputs and revisions with internal teams and external vendors when required.

6. Content Operations and Asset Management

- Maintain an organised repository of photographs, videos, design files, templates and approved communication assets, with clear file naming, version control and source documentation.

Qualifications and Skills

- 2–4 years of hands-on experience across communications, social media, digital content creation, copywriting and visual design, ideally within the social impact, development, media, publishing sectors.
- Strong writing and editing ability in English, with the judgement to make copy clear, natural and audience-appropriate.
- Strong visual sense and demonstrated experience creating digital communication assets. A portfolio or work samples are required.
- Proficiency in Canva and/or Adobe tools. Familiarity with Figma or similar design tools is an advantage.
- Working knowledge of short-form video editing tools such as CapCut, VN, Premiere Pro or equivalent.
- Ability to work with program data and source material carefully, with strong attention to factual accuracy and detail.
- Responsible use of digital and AI-assisted tools, with clear human judgement, verification and accountability for all final work.
- Strong organisation, deadline management and follow-through.
- Interest in gender equality, adolescent girls' leadership, education or social-impact communication is an advantage.

Selection Process

Shortlisted candidates will be invited for an initial interview, followed by a structured practical assessment covering writing, visual communication and judgement. Candidates who progress to the final stage will present their completed assessment and discuss their approach during the final interview.

How to Apply

Please send your CV, portfolio or 3–4 relevant work samples, and a short note of interest (maximum 250 words) to careers@milaan.in with the subject line: **Application – Assistant Manager- Communications (Digital Content & Design)**. In your application note, please tell us why this role interests you and briefly describe one piece of communications work you are particularly proud of, including your specific contribution to it. Please also mention your **current location, notice period/earliest joining date, and current and expected compensation**. For any portfolio samples created collaboratively, please clearly indicate your individual role and contribution.

CTC for this position will be 4.5 to 6.5 LPA as per the candidate's relevant experience and skills.

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.