



## **Archivist & Knowledge Documentation Coordinator**

**Location:** Delhi

**Working Hours:** 40 hours per week (full-time)

### **About CREA**

Founded in 2000, CREA is an international, feminist human rights organization based in New Delhi, India. It is one of the few feminist human rights organizations based in the Global South, led by Southern feminists, working at community, national, regional, and international levels. Together with partners from a diverse range of human rights movements and networks, CREA's work focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing gender-based violence, and advancing the human rights of structurally excluded people.

### **Life at CREA**

- ✓ *We like to think of ourselves as a fearless, interrogative, colourful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.*
- ✓ *If you feel ready to challenge the system when it is needed, you could be one of us.*
- ✓ *If you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, you will find the room to explore here.*
- ✓ *Constant learning and sharing of knowledge is an expectation that team members have from CREA, and CREA from team members.*

For more information about CREA, please visit <https://creaworld.org/>

### **Position Summary**

The Archivist & Knowledge Documentation Coordinator will be responsible for creating and maintaining a comprehensive digital archive of CREA's work across all programs. The role involves gathering information, documenting activities and outcomes; and recording institutional memory through written records and recorded multimedia interviews. This role requires strong research, communication, and organizational skills, as well as a sound understanding of digital archiving and knowledge management in the NGO context.

### **Key Responsibilities**

The Archivist & Knowledge Documentation Coordinator will work in close coordination with program teams, leadership, partners and external stakeholders to:

#### **Archiving & Digitization:**

- Review each program historically and put together detailed records from physical and digital material of events, workshops, trainings, Institutes, advocacy, and campaigns.
- Digitise all physical materials and ensure the transition of historical records to digital formats.
- Organise documents, media, reports, and data sets for easy retrieval and long-term preservation.
- Maintain detailed lists of people associated with each program (staff, advisors, speakers, resource people, policymakers, collaborators, etc.).

- Develop and implement documentation formats and systems to allow the archive to grow sustainably.

#### Knowledge Documentation & Impact Mapping:

- Document key achievements, challenges, and lessons learned across more than 30 unique programs.
- Compile advocacy outcomes and map the impact of programs as evidenced by MEL data.
- Map historical partnerships with organisations, networks, consortia, government bodies, and individuals.
- Compile records of funding sources for each program to maintain a financial history of projects.
- Support knowledge documentation and learning initiatives to strengthen future proposal development and donor communication.

#### Media & Communication:

- Conduct interviews and audio/video recordings with key stakeholders to capture institutional memory.
- Coordinate basic editing and management of multimedia content for archival purposes.
- Share relevant templates, tools, and resources to enhance the documentation capacity of the team.

#### Ideal Candidate Profile

- The ideal candidate will have a proven track record in the development sector, demonstrating expertise in research and archival management. The successful candidate will possess strong alignment with CREA's values and demonstrated experience in knowledge documentation.

#### Professional:

- Strong research, documentation, and analytical skills.
- Working knowledge of digital documentation and archiving tools (next cloud, spreadsheets, databases, cloud storage, CMS, etc.).
- Media skills including conducting interviews, audio/video recording, and basic editing coordination.
- Excellent verbal and writing skills in English and Hindi.

#### Personal:

- Commitment to feminist and rights-based values.
- Respectful and inclusive communicator.
- Ability to manage multiple deadlines and projects with extreme attention to detail.
- Flexibility to work across time zones and undertake travel as required.

#### Qualifications and Experience

- 8-10 years of progressive work experience in similar roles with NGOs/I-NGOs from the global South and/or international development.
- Graduate (preferably Master's Degree or equivalent experience) in social sciences, development studies, archival studies, media studies, or gender/women's studies.
- Demonstrated experience in systems change approaches and advancing gender equality within development programs.
- Proven experience in communicating and coordinating with senior management and diverse stakeholders.

Note: This job description is a general outline of the key responsibilities and qualifications required for the role. It may be subject to modifications and additional responsibilities based on the specific needs of the organization.

#### **Guiding principles for this work:**

**Diversity:** Being inclusive in work and approaches to ensure that the communities CREA works with are engaged, and that conversations, dialogues and priority setting is led by activists and movements.

**Accessibility:** Ensuring that information, communication, spaces, and language are accessible to all without creating barriers.

**Inclusion:** Practising feminist politics of deep inclusion.

#### **Remuneration**

We are committed to providing a working environment with constant learning and equal opportunity for all. We co-create an inclusive environment where diversity is valued. The salary range for this position is: INR 75,000 – INR 1,50,000 per month depending on qualification and experience.

#### **Benefits**

##### **Leave/Holidays:**

- 20 days annual leave
- 12 holidays as per the CREA list of holidays
- 12 days sick/casual leave
- One week of winter break at the end of the year

##### **Insurance**

- Medical insurance of INR 3 lacs/person for employee, spouse/partner and children or any designated individual in the case of single persons, against any kind of hospitalisation
- Personal accident insurance of INR 3 lacs for the employee

#### **Diversity and Inclusion at CREA**

Persons with disabilities who identify as women, gender non-conforming, non-binary and/or trans are strongly encouraged to apply. CREA promotes pluralism and equal opportunity and is committed to diversity in its staff and to the maintenance of an environment free of discriminatory employment practices. CREA's policy is to provide equal employment opportunities to all individuals. No individual will be discriminated against because of actual or perceived age, caste, class, disability, marital status, religion or sexual orientation.

CREA is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities in employment, within its programs, communications and activities. We are committed to being flexible, supportive and accommodating in the way we work. If reasonable accommodations are needed to participate in the application or interview process, please write to [reasonable.accommodation@creaworld.org](mailto:reasonable.accommodation@creaworld.org).

#### **Application Process:**

*Interested candidates who meet the required educational and experience requirements should send their CV, a mandatory cover letter (saved in their name) and current and expected salary to [jobs@creaworld.org](mailto:jobs@creaworld.org) by May 27, 2026.*

*Please include “Archivist & Knowledge Documentation Coordinator – [Your Name]” in the subject line of the email. Only shortlisted candidates will be contacted.*

***Thank you for your interest in CREA!***