



Coordinator - Communications

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

CREA is comfortable with complexity, and rejects binaries and hierarchies in their multiple forms. Our politics are radical and we seek to bring people, particularly structurally excluded people, into new spaces and movements through our convenings and our communications.

Communicating for CREA goes far beyond social media messaging. We grapple with the politics of the platforms we both use and create, think about who our audiences are and where they are located (both geographically and within movements), and question how and why our communications support a just and peaceful world, where everyone realizes their autonomy, dignity and equality. Our communications are an extension of our politics and aim to amplify the voices of structurally excluded people.

The Coordinator – Communications will be at the centre of all of CREA's communications activities, including external and internal communications. The Coordinator will ensure CREA communicates effectively with targeted external audiences through multiple digital and offline channels, thereby helping enhance CREA's reputation for quality publications and thoughtful messaging. Importantly, CREA seeks an engaged team member who will help us question what it means to be feminist communicators, and help translate new ideas into practice.

Key Responsibilities

The Coordinator will work closely with the Programs & Innovation teams to:

Communications Strategies and Activities

- Implement CREA's visual identity as per guidelines (use of logos, colours, fonts, design aesthetics across different publications, reports, emailers, invites, announcements and other communication material).
- Hold and implement the modest communication strategy developed by CREA.
- Liaise with different teams to collect information to develop various communication products.
- Create and disseminate regular newsletters.
- Support communication needs for organizational-level events (campaigns, workshops, meetings, conferences, etc) by designing reports, standees, banners, backdrops, etc.
- Coordinate with editors/designers/video producers to commission reports or knowledge products.

Social Media

- Manage all CREA's social media channels, including LinkedIn, Facebook, Twitter, Instagram, and YouTube.
- Post regular updates based on organisational developments (announcements, article links, stories, news, events, etc.) on various communication channels as per the social media calendar.
- Support and build digital media relations and partnerships.

CREA Websites

- Manage CREA's website and keep it updated with new developments.
- Develop content in collaboration with Programs staff and update program pages (background, work, events, impact, stories of change).
- Take forward the work of building out the RECONFERENCE microsite as a learning platform.
- Initiate and coordinate the updation of CREA's India website.

Systems and Reporting

- Assist with the management of CREA's archives, maintaining soft and hard copies of all communication products.
- Support the development and review of CREA communications templates and strategies.
- Support reporting as a part of donor communications.

Ideal candidate profile:

- Proficiency in design tools including Canva and Adobe Creative Cloud (InDesign, Photoshop, etc.)
- An understanding of feminist issues relating to women's rights, the sexual and reproductive rights of all people, and a commitment to advancing these rights.
- Skills in networking, communication, writing and public speaking.
- Excellent writing skills in English. Fluency in Hindi, an official CREA working language, is desirable.
- A detail-oriented mindset and the ability to self-motivate and produce high-quality work.
- A commitment to ongoing professional learning and sharing knowledge with CREA staff.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Good analytical skills, mature judgment and an energetic approach to problem solving.
- Excellent interpersonal skills.

- A commitment to being a team player and to working with external consultants, contractors, vendors, etc.
- The willingness and ability to travel for work.

Qualifications and Experience

- Graduate (preferably Master's Degree or equivalent experience) in social sciences, communications, journalism, development, or other relevant fields.
- 8-10 years of progressive work experience in similar roles with NGOs/I-NGOs from the global South and/or international development.
- Experience in providing communications support for events, workshops, meetings, campaigns.
- Demonstrated experience planning and managing social media channels and a good understanding of digital communications best practices.

Note: This job description is a general outline of the key responsibilities and qualifications required for the role of Coordinator – Communications. 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 are 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 75,000–1,50,000 per month depending on qualifications 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.

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 by May 27, 2026.

Please include "Coordinator – Communications [Your Name]" in the subject line of the email. Only shortlisted candidates will be contacted.

Thank you for your interest in CREA!