

**Job Title:** Associate - BIPP

**Organization:** Bharti Institute of Public Policy (BIPP) at Indian School of Business (ISB)

**Location:** Hyderabad

**Joining Date:** Immediately

### **Overview**

The Bharti Institute of Public Policy (BIPP) at the Indian School of Business (ISB) is hiring an Associate to support BIPP in multimedia assistance and social media management for the [Initiative on Forest Economy \(IoFE\)](#) project. The Associate will play a critical role in content documentation, digital asset management, and social media outreach to enhance the project's visibility and communication efforts.

The Associate will be based at ISB Hyderabad Campus and will closely work with field teams across project states to document events, curate multimedia content, and manage digital platforms.

### **Key Responsibilities**

#### **1. Multimedia Assistance**

- Collaborate with field teams to document events such as workshops, training programmes, field work or meetings with officials and ensure accuracy in content.
- Curate and organize content, photos, videos, audios, and key resources from team members across project states.
- Assist in visualizing and executing multi-media content, including infographics, visualizations, short animations, and presentations.
- Manage and organize a digital asset library of multimedia content.

#### **2. Social Media Management**

- Manage website and LinkedIn account of the [Initiative on Forest Economy \(IoFE\)](#) including keeping website up to date and making regular social media posts.
- Support in improving web design and social media outreach.
- Handle photo/video sharing social media platforms such as Instagram independently.
- Curate, schedule, and publish approved content, including text, images, videos, and links, tailored to each platform.
- Monitor and analyze social media engagement and assist in tweaking the social media strategy wherever required.
- Work to improve SEO and digital visibility for content.

#### **3. Event Documentation & Support**

- Support Monitoring and Evaluation team in documenting events and progress in the IoFE programme.
- Support in deliverables such as reports, knowledge management, communication and outreach.
- Collect regular updates on events from State coordinators and report on IoFE website and LinkedIn posts.

### **Qualifications**

**Education**

- Bachelor's or Master's degree in mass communication, Journalism, Visual communication, or any other related field.

**Skills**

- Proficiency in graphic design software (e.g., Adobe Photoshop, Illustrator, Canva).
- Excellent organizational and time management skills.
- Strong communication and content creation abilities.
- Social media platform management expertise.

Application Instructions Interested candidates are invited to submit their application through the following JotForm: <https://form.jotform.com/252402080236445>.

The application should include:

1. An updated CV.
2. A cover letter explaining your fit for the role based on the job description. Applications without a cover letter will not be considered.

**Deadline to Apply:** Applications will be reviewed on a rolling basis until the position is filled