



Shadhika provides funding and support to women-led, locally controlled non-profits in India working to empower at-risk girls so that they — and India — can realize their aspirations for a better future. We seek to break the cycle of poverty and address gender inequality in India by investing in the education, empowerment and economic self-sufficiency of girls.

<b>Title:</b>	Communications & Marketing Coordinator
<b>Job Description:</b>	<ul style="list-style-type: none"> <li>• Works directly with President &amp; CEO, Donor Outreach Manager, and Donor Outreach Committee</li> <li>• Carry out the planning and strategic development of Shadhika’s communications and marketing plan, including electronic and print media</li> <li>• Identifies opportunities and produces communications materials and to promote Shadhika through traditional media, social media, and electronic communications.</li> <li>• Oversee the execution and development of Shadhika’s Gather for Girls program, a student outreach program</li> <li>• Develop a wide range of communications and marketing materials, including but not limited to, newsletters, annual report, website content, blog posts, electronic communications, social media, event marketing and materials, etc.</li> <li>• Website management</li> <li>• Provide writing and editing assistance to Shadhika staff.</li> <li>• Working with other Shadhika staff to develop and coordinate volunteer programs</li> <li>• Work with Donor Outreach Manager to successfully execute Shadhika events</li> <li>• Public speaking at events as required on Shadhika’s work.</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in Communications or related field</li> <li>• Commitment to Women’s Empowerment and International Development</li> <li>• Excellent writing skills</li> <li>• Extremely creative and willing to think outside the box</li> <li>• Organized, efficient, and detail-oriented</li> <li>• Motivated and self-directed</li> <li>• Strong and proven work-ethic</li> <li>• Computer literacy (Microsoft Excel, Word, PowerPoint)</li> <li>• Experience managing social media (Facebook)</li> <li>• Experience with graphic design</li> <li>• Project management skills</li> </ul>
<b>Overview</b>	<ul style="list-style-type: none"> <li>• Location: Posner Center 1031 33<sup>rd</sup> St Denver, CO 80205</li> <li>• Hours Per Week: 40</li> <li>• Compensation: Commensurate with experience</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Ongoing training and collaboration with individuals working in international development</li> <li>• Corresponding with Shadhika’s partners in India</li> <li>• Working with Shadhika’s President and CEO</li> <li>• Pro-rated vacation and sick days</li> </ul>



**Shadhika**  
Investing in Girls for India's future

<b>Training</b>	<ul style="list-style-type: none"><li>• Knowledge of issues facing at-risk women in India</li><li>• Knowledge of NGOs in India</li><li>• Knowledge of electronic communications and social media (as needed)</li></ul>
<b>Application Guidelines</b>	<ul style="list-style-type: none"><li>• Email cover letter &amp; resume by June 11<sup>th</sup> to <a href="mailto:personnel@shadhika.org">personnel@shadhika.org</a></li></ul>