



Position Assistant Manager – Communications (Full Time)

About Dhwani Foundation A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement, and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to www.dhwanifoundation.org for more details.**

Position Assistant Manager – Communications (Full time - In Office)

Location Based in Bengaluru

Role Overview

Is responsible for day-to-day execution of communications across Dhwani Foundation's programs, and facilitating delivery of marketing collaterals of Partner NGOs. The role focuses on coordination, vendor management, quality control, and timely delivery of communication outputs.

The role works closely with program teams, and external vendors to translate requirements into clear, well-designed materials. A significant part of the role involves handholding program teams and service providers through the development of partner collaterals, while also supporting Dhwani's internal communication and digital needs.

Key Responsibilities

- Coordinate end-to-end development of marketing collaterals for partner NGOs, with service providers and program teams, serving as the primary coordination point between these external and internal teams.
- Manage external vendors (designers, printers, video editors), including briefing, setting and adherence to processes, timelines, follow-ups, and delivery.
- Conduct QC on all outputs, ensuring accuracy, clarity, visual consistency, and alignment with branding guidelines.
- Support Dhwani's internal program communications, including learning materials, event collaterals, presentations, and reports.
- Support Dhwani's events – overall planning and co-ordination including budgets, and presence at event for support, if necessary.
- Assist the Communications Manager in tracking communication deliverables across programs and timelines.
- Create or coordinate social media creatives.
- Print knowledge and co-ordination
- Review design drafts and provide clear, actionable feedback.
- Coordinate video requirements such as testimonials, interviews, or program documentation (as required).
- Maintain organised records of all internal design work.

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Qualifications & Experience

- 6+ years of experience in communications, branding roles.
- Strong hands-on experience in communications execution, and project design/management.
- Working familiarity with graphic design and design review.
- Experience creating or coordinating social media creatives.
- Strong written and verbal communication skills in English.
- Highly organised, detail-oriented, and comfortable managing multiple deliverables

Desirable

- Kannada and/or Tamil understanding and verbal communication
- Experience with informal-short video project coordination and basic video editing
- Exposure to the social sector either as previous employment or as a volunteer
- Familiarity with tools such as Canva or Adobe Creative Suite.

Softwares - minimum 2 years working experience in each

- Adobe Illustrator and/or Corel Draw
- Adobe Photoshop
- Adobe Premier Pro / Davinci
- Canva
- Microsoft Excel and Powerpoint

Who This Role Is For

- A hands-on communications professional who has worked in a Comms role in at least 1 organisation
- Someone who enjoys execution, coordination, and delivery.
- Comfortable working with NGO partners, vendors, and multiple internal teams.
- Interested in building a long-term career in communications within the social impact space.

Salary Offered Commensurate with experience

Application Process

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with **'Assistant Manager - Communications'** as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.

The job description is dynamic and can change with the organisation structure, policies, requirements, and changes in the ecosystem in which the organisation operates.