

Job Announcement Form
Professional Assistance for Development Action (PRADAN)

Title of position offered	Project Coordinator (Communications)
Number of Vacancies	01
Responsibilities:	<ul style="list-style-type: none"> • Develop and implement communication strategy of various ongoing projects being implemented in Chhattisgarh. • Regularly interact with all function nodes – teams, states, community collectives, government, and other stakeholders. • Collect stories of change from field or organize events to collect facts and reflections on success and failures. • Prepare brochures, IEC materials, posters, banners, compendium of success stories, case studies etc. following PRADAN's communications guidelines. • Create audio, video clips relevant for training and capacity building. • Create social media posts. • Frequent travel to multiple locations among the state to help local teams cover communications related to field activities, events, visits, and alike.
Eligibility criteria & Skills and Competencies	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Graduate in Mass Communication or a relevant discipline. • Minimum one year of experience in communications within the social development sector or a related field. • Working knowledge of relevant software for developing communication materials and collaterals. • Strong writing and communication skills. • Fluency in Hindi and English (both written and spoken). • Demonstrated ability to manage and handle social media platforms effectively. <p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Demonstrated command over English and Hindi writing and speaking • Command over still photography • Designing and visualization abilities • Ability to design high quality communication assets following brand guidelines • Willingness to travel across state for documentation and experience consolidation
Place of posting/Location	Raipur, Chhattisgarh

Proposed Salary range	INR 4 lakh-6 lakh CTC per annum (Negotiable and based on qualification and experience. As per PRADAN pay structure)
Nature of job	One-year fixed term contract and extendable based on performance and project continuity.
Last date of Application	30 th April 2026
Queries	Write to raipur@pradan.net for any queries
Preference	<ul style="list-style-type: none"> • Candidates who are willing to travel, stay for work at the block/village level are strongly encouraged to apply. Proficiency in English and Hindi will be an added advantage. • The role requires frequent travel to villages. Preference will be given to candidates who can drive a two-wheeler and should have valid driving license.
Link to apply for the position	https://docs.google.com/forms/d/1XsA1Yqcx8D_tK5TyH0GqYOUJJmpbZDNm6yh-gqvmZmQ/edit