



Consortium for Development Policy Research

Communications Associate at CDPR

The Consortium for Development Policy Research is inviting applications for the position of **Communications Associate**.

Main Responsibilities:

- Plan communications outputs based on research conducted by CDPR, IGC, and affiliated organizations and individuals.
- Plan media engagement for new research from CDPR, IGC, and affiliated organizations and individuals.
- Continue to develop the communications strategy to grow CDPR's audience.
- Provide editorial oversight for all content, including blogs, email newsletters, social media posts, videos, briefs, and more.
- Conceive of and plan new events to disseminate research.
- Select content for the weekly email newsletter.
- Coordinate with communications teams at partner organizations to pre-plan outputs.
- Implement changes to the website and provide maintenance when needed.
- Regularly compile indicators for print, digital, and in-person communications efforts (i.e. events) to report at board meetings.
- Maintain connections with freelancers who may provide copyediting, audio/visual, or design services.

Qualifications:

- A B.A. in Communications, English, History, Politics, International Relations, Economics, or related field. Master's degree preferred.
- Superior writing and editing skills.
- Familiarity with HTML.
- 2-3 years of experience working in communications, preferably in the development or non-profit sectors.
- A strong understanding of development and economic policy issues that affect Pakistan.
- The ability to conceive of content that effectively translates technical writing for a wider audience.
- A strong understanding of social media platforms including Facebook and Twitter and how to use them



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for audience engagement.

- The ability to stay abreast with the latest trends and events in development policy and research in Pakistan and beyond.
- Comfort working in content management systems such as Wordpress and Joomla!
- Knowledge of email newsletter software such as Mailchimp.
- Ability with PowerPoint, Microsoft Word, Photoshop, and Excel to create basic graphics and policy brief templates.

Preferred, but not required skills:

- Video/audio editing
- Graphic design

Salary

Negotiable – subject to qualifications and experience.

If interested, please send your CV to admin@cdpr.org.pk.