



Communications and Documentation Manager

Location: Mumbai

Job Type: Full-Time

About Prerana:

Prerana, has been addressing the issue of sex trafficking and commercial sexual exploitation of children and women intensively and comprehensively since the past three decades by camping at ground zero. Overtime it has evolved several path breaking interventions in the service sector and contributed substantially towards advocacy and capacity building activities. It pioneered the term and domain, post rescue operations, aftercare and is engaged in fine tuning a variety of techniques and tools indispensable in those domains such as minimum standards of care and protection, social investigations, care plans, etc. On one hand it has worked very closely in partnership with the state agencies and on the other hand, through its landmark Public Interest Litigations (PILs), it has mobilized the will power and resources of the state.

About Anti-Trafficking Center:

Prerana's Anti-Trafficking Online Resource Center is a knowledge hub, focusing on verticals like research, publications, advocacy, and policy in the context of the broader issues of anti-human trafficking. External agencies including The Department of State for the US Government encouraged Prerana to start an Anti-Trafficking Centre (ATC) as a specialized resource centre on anti-trafficking.

It is a one-of-a-kind-space where individuals and organizations, passionate about the issue can learn, engage, constructively debate, and shape the conversations, and actions around it towards sustainable and equitable change. A few of the services provided by the ATC are training and sensitization, research and documentation, policy consultancy, advocacy, information dissemination, amongst others. Prerana ATC also organizes and participates in mass events for awareness generation such as rallies, processions, marathons, flash shows, poster campaigns, 16 Days of Activism, etc.

Job Summary:

We are looking for a passionate, dynamic, self-motivated individual to play a pivotal role in the growth of a leading NGO working in the field of child rights and child protection.

Duties and Responsibilities -

The Communications Manager will be responsible for:



- Documenting and curating compelling stories from the Post Rescue Operations project
- Play an important role in creating knowledge products that will help in advocating for the anti-human trafficking cause.
- Documentation of important learnings, observations, best practices from Prerana's on-field interventions
- Basic designing, editing and proofreading content
- Working on social media posts and driving online and offline campaigns
- Coordinating with vendors onboarded for Communications related tasks
- Maintaining and updating Prerana's Online Resource Center (www.fighttrafficking.org) and the Prerana organizational website (www.preranaantitrafficking.org)
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Qualifications and Experience:

A suitable candidate must possess:

- Excellent written English skills. The ability to read, write and translate to other languages is a plus.
- Familiarity with basic online platforms – Wordpress, Facebook, Twitter, Instagram, LinkedIn, Mailchimp, etc.
- 2 to 5 years of experience in communication.
- A passion for the issue, for communication technology, utilizing communication tools for development and for telling stories. A working knowledge of photo editing tools, audio-video editing tools is a plus.
- The candidate must be willing to commit to working with the organization for a minimum of two years.

Requirements:

Candidates are required to submit an updated resume along with a sample of their writing by 20th September 2021. Salary will be commensurate with the qualifications and experience.

Email kashina@preranaantitrafficking.org with subject line – 'Application for Communications Manager'