**Title:** Communications and Relations Associate

**Location:** Delhi

**Scope of Work**

The Communications, Relations, and Events Department of AHI is responsible for the entire gamut of strategic internal and external communications and relationship building of the organization, its subsidiary Quality Health Access Private Limited, and its associate partner Affordable Quality Health

The Communications and Relations Associate is expected to work with this team and contribute to its various communications, outreach, relationship building and networking activities for the organization. The Communications and Relations Associate is entrusted with organizing multiple events such as learning exchanges, focussed group discussion, webinars, and larger conferences. The events can be either virtual or in person.

Reporting to the Communications Manager, the Communications Associate, shall be required to fulfil all administrative, content generation, and outreach responsibilities that arise as a part of the team’s mandate

**Key Job Responsibilities:**

1. Initiate and take responsibility for drafting of letters, follow-up letters, responses, and any other written stakeholder communication material.
2. Create, manage, and regularly update organizational master database of contacts
3. Send out the stakeholder communication in a timely manner, under the guidance of the Communications Manager
4. Create well-organized tracking sheets to follow-up and update the confirmation status
5. Coordinate with regional director’s office to manage travel and lodging of event participants in case of in-person events.
6. Assist the Communications manager in vendor shortlisting and onboarding for outsourcing of event related services.
7. Proofread the material that is sent out to ensure quality control
8. Coordinate with the Communications Manager for quality control and review of all other outward facing communications material.
9. Coordinate with other teams across regions to keep the Master Database of Contacts updated on a regular basis.
10. Keep track of social media trends and regularly post relevant content on the organizational social media pages to building a large follower base
11. Engage in networking and relationship building with relevant stakeholders such as governments and policymakers, and the private healthcare sector among others.
12. Handle press relations for the organization

**Grade Level:** E1

**Compensation**

An annual compensation of INR 925,000 subject to deduction of TDS as per Income Tax Act Rates will be paid to the consultant. All Project related expenses would be reimbursed, as agreed upfront. Any revision to the compensation above will be after due mutual discussion and written intimation.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **June 14, 2022** to **June 13, 2024** and is extendable based on the review of Consultant’s performance by the Company and mutual concurrence on revised terms of engagement.