



Job Description

Officer | Senior Officer | Manager, Communications & Outreach

About the organisation

YLAC: Founded in 2016, [Young Leaders for Active Citizenship \(YLAC\)](#) aims to increase the participation of young people in the policymaking process and build their capacity to lead change. Our interventions are designed to equip citizens with a better understanding of the society they live in and the challenges that it confronts. The aim is to help young people broaden their perspective, think critically about their socio-political construct, tap their leadership potential and acquire skills to create long lasting impact. We currently run interventions in multiple cities in India, in addition to undertaking projects in civic engagement and public policy.

TQH: [The Quantum Hub \(TQH\)](#) was founded in 2017 with the express intent of supporting development organisations, businesses and policymakers with complex public policy problems in the dynamically evolving Indian ecosystem. We are based out of New Delhi and support clients along the entire cycle of policy formulation – from developing well-researched policy positions to building communications and advocacy strategies. We work across sectors such as tech policy, social policy and urban affairs. A detailed list of our engagements is available [here](#).

TQH and YLAC are two brands under the same umbrella organisation. Together, they aim to change India's governance ecosystem through concerted effort in policy research, advocacy and citizen engagement.

Description of our current and previous engagements

The team at TQH works on a diverse range of projects. We lead policy assignments for tech majors and work with industry bodies on emerging challenges in regulation. We also work with think-tanks and international development organisations on women's economic empowerment, political economy of health, disability rights and accessibility, urban governance, etc.

Through YLAC, we design and implement experiential learning programs for young people of different age groups (primarily 13-30) to build their understanding of privilege, policy making, social media advocacy, media literacy, etc. The team also works to strengthen research-based civic engagement and participatory governance by assisting offices of Members of Parliament, Members of State Legislatures, Government Ministries and institutions with research and advocacy on legislative and policy issues.

Role Description

We are expanding our communications team for both our inter-connected brands – TQH and YLAC. We are looking for a dynamic professional with expertise in event planning, stakeholder engagement, and strategic communications. Depending on experience, the selected candidate will take on responsibilities at the

Officer, Senior Officer, or Manager level, with increasing ownership of partnerships and strategic direction. The team's responsibilities include:

Communications: Branding Strategy & Content Development

- Develop and implement comprehensive **communication strategies and collaterals** aligned with organizational goals.
- Manage and **oversee digital and social media presence**, ensuring engagement with key audiences.
- Assist in developing **event-related communication materials**, including branding materials, concept notes, reports, participant communication, and press releases.
- Ensure a strong **digital and social media presence** for events, leveraging relevant platforms for engagement.

Partnership Building & Stakeholder Engagement

- Coordinate with **partners, vendors, participants, and internal teams** to ensure smooth execution of initiatives.
- Support relationship-building with **businesses, government bodies, think tanks, academia, and media** to expand the firm's network.
- Identify and leverage opportunities for public engagement, including campaigns and collaborations.

Event Conceptualization & Execution

- Contribute to the planning, budgeting, and execution of **forums, convenings, and other events**, both virtual and in-person.
- Oversee **logistics and production management**, ensuring seamless coordination across all elements of event delivery.
- Maintain event-related **trackers and databases** for efficient planning and follow-ups.

Media & Public Engagement

- Draft press releases, and other external communications.
- Track media coverage and identify opportunities for proactive media engagement.

Qualifications required

- A first or advanced degree in marketing, advertising, journalism, social sciences, creative writing or related fields.
- Experience in the communications field — ideally for organisations in the public policy or development space. 2-4 years of work experience (Officer), 4-6 years of work experience (Senior Officer), 6-8 years of work experience (Manager).
- Proven experience in managing events end-to-end—virtual and in-person.
- Good organizational and time management skills, especially for event execution.
- Strong writing, editing, and storytelling skills. Experience decoding niche concepts for a wide audience is a plus.

- Familiarity with digital communications, social media management, data visualization tools, and knowledge of and comfort with tracking social media marketing analytics.
- Interpersonal & teamwork abilities to collaborate across stakeholders.
- Ability to work in a dynamic environment with a strong desire to learn new skills.
- Fluency in English is required; fluency in other Indian languages is a plus.

Perks

- Compensation commensurate with experience and in line with market expectations.
- An avenue to work with talented colleagues and marquee clients.

Location

Lajpat Nagar III, New Delhi

To apply

Please submit your resume, a portfolio of your work (ideally 3-4 relevant samples) and two references [through the form here](#). You are encouraged to apply as soon as possible. Please note that only shortlisted candidates will be contacted. Shortlisting will be followed by two short interviews and one assignment.