







## Join Our Mission as a Communication & Social Media Executive!

At **Environmental Management Centre (EMC)**, we've spent 28 years leading sustainability through strategic advisory, capacity building, and delivering impactful projects. Now, we're looking for a creative communicator to help amplify our impact on businesses, institutions, and regulatory bodies worldwide.

This is not just a job; it's a **mission with passion**. We want someone who's committed to the good of the planet as well as business by crafting powerful messages and engaging visuals. If you live and breathe sustainability and love transforming complex ideas into compelling content, let's talk!

Requirement for Position: Communication & Social Media Executive	
 Location: Mumbai	 Remuneration: As per qualification and experience
 Joining: Immediate	 Application Deadline: October 20, 2024
Apply here: <a href="https://emcentre.com/careers/">https://emcentre.com/careers/</a>	

### Why Environmental Management Centre (EMC)?

We are a sustainability powerhouse with 28 years of enriching global experience in strategic advisory and capacity building. We help businesses, institutions, and regulatory bodies be future-ready. Unlike consultancies that compete with siloed solutions, we integrate and synergise, offering tailored solutions that go beyond promises—ensuring the sustainability pledge is not only made but delivered. We work on diverse, high-impact projects that span governments, corporates and financial institutions and [sectors](#). We want to tap networking opportunities by connecting with thought leaders and changemakers.

### Your Role and Responsibilities

#### Branding

- Help define and execute branding strategies that reflect EMC's vision and values
- Collaborate with the team to ensure consistent, impactful messaging across platforms



- Design visually stunning marketing materials like pitch decks, presentations, and digital content
- Collaborate with the team to ensure consistent brand messaging across all platforms
- Design and create visually appealing marketing collaterals for digital and print media

### Communication

- Implement strategies to promote the EMC's initiatives and position us as thought leaders
- Craft compelling narratives that showcase EMC's contribution towards sustainability
- Engage with stakeholders to gather insights, track and document organisational updates
- Research and writing for newsletters, communications campaigns & programmes
- Assist in organising and promoting events, webinars, and workshops

### Social Media

- Elevate EMC's social media presence by creating engaging, shareable content
- Stay on top of trends and use analytics to optimise reach and engagement
- Build and nurture our community of followers with content that matters

### Content & Visual Design

- Curate, structure, and design content and multimedia assets for our courses and programs
- Apply psychology, design theory, and communication theory to craft materials that are both visually appealing and highly effective
- Develop templates, skins, and themes that enhance the overall learning experience
- Collaborate with designer(s) and team member(s) to ensure our visual storytelling is top-notch

### Who We're Looking For

- Currently pursuing or recently completed a degree in Environmental Science/ Sustainability/ Business/ Mass Communication/ Information Design or a related field
- Excellent communication skills, both written and spoken
- Passionate about sustainability
- Proficient in MS Office Suite and basic knowledge of e-learning platforms
- Preferably with some working experience (including internships)

Environmental Management Centre Pvt. Ltd.

Formerly Known as Environmental Management Centre LLP

GSTN: 27AAHCE1493R1ZX | CIN: U74999MH2022PTC386944



Registered Address: 1308, Wing B, Kohinoor Square, N. C.

Kelkar Road, Shivaji Park, Dadar (W), Mumbai 28, India.

+91-22-35008870 / 71 / 72 / 73 | [www.emcentre.com](http://www.emcentre.com)

- Creative flair for multi-media design
- A self-starter who's proactive and hungry to learn
- Proficient in Microsoft (PowerPoint, SharePoint, Word & Excel, Teams)
- Proactive and independent learner
- Proficient in data visualisation software(s) like Canva, Miro etc.
- Background in Adobe software(s) will be advantageous but not required

Ready to make your passion for the environment your career? 🌱 Join us at EMC and be part of something bigger. Apply today: <https://emcentre.com/careers/>

