

**the ant JOB DESCRIPTION for COMMUNITY MEDIA ASSOCIATE**

<b>Position:</b>	Community Media Associate
<b>Grade/Level</b>	III
<b>Project/Unit</b>	the ant
<b>Reports to:</b>	Project Coordinator
<b>Location:</b>	Rowmari, District Chirang (BTAD), Assam
<b>Minimum Employment</b>	1 years starting 2022
<b>Remuneration</b>	18,000- 20,000/-including statutory PF and other deductions
<b>Background</b>	the ant has been working in the northeast since the past 21 years. Working directly for development of village communities, it has intervened on a wide range of issues such as women and girls' empowerment, child and youth development, maternal mortality, Malaria, Malnutrition, and Mental Health. It also works on Livelihoods issues, Education, and on Peace Building. It was started by professionals and has earned a good reputation for its achievements and its adherence to a high level of ethics. For details of the ant's work, see <a href="http://www.theant.org">www.theant.org</a>
<b>Job Summary</b>	Work with programme team to develop context specific messaging on the ant thematic areas and work closely with community media unit on developing visual content and find innovative methods to attract more visitors to online channel . Ensure repository of documents developed for organizational learning and sharing .
<b>Contract/Key Relationships</b>	<ul style="list-style-type: none"> <li>• To preserve and archive the knowledge , skills gained in many years through various initiatives.</li> <li>• To create learning experience for youths and children through learning modules,videos,movie clips,audios,blogs/vlogs etc.</li> <li>• To create contents on important issues ,supposedly,discussion on child abuse, contemporary issues in education system,panel discussions on current issues to create critical thinking and cognizance in community by reaching at the grass root level.</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handling Camera and other equipment required while carrying on project activities.</li> <li>• Videography audio recording ,photography as per need of the project .</li> <li>• Developing content,writing scripts and editing footage along with the project coordinator for production of documents of different length.</li> <li>• Arrangement of locations and other preparatory activities required for developing contents.</li> <li>• Exploring resources required for developing content .</li> <li>• Dissemination content through different platforms.</li> <li>• Exploring different media channels/platforms for reaching out to maximum viewers .</li> <li>• Networking with already established organization in the sector .</li> <li>• Produce at least one video documentary at own initiative on any issue from the ground .</li> <li>• Assisting the coordinator in arranging panel discussions and other activities as per timeline of the project.</li> <li>• Report/report writing to coordinator.</li> <li>• Any other task required by coordinator .</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Anything else requested by the Dir./Project Advisory Member to enhance the quality of programming for the ant.</li> <li>• Innovate ideas and actions to arrive at the outcome and impact intended in the proposal.</li> </ul>
<b>Qualification &amp; Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree or minimum H.S.L.C</li> <li>• Diploma/experience on video editing and Photoshop .Thorough knowledge of computer knowledge with excellent command on MS Excel .</li> </ul>

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	<p><b>Preferred:</b></p> <ul style="list-style-type: none"><li>• Female candidates</li><li>• Familiarity with working in NGO sector or other Media sector .</li><li>• Excellent written and oral communication skills in English required.</li><li>• Capacity building and facilitation skills.</li><li>• Familiarity with Local Language, such as Bodo, Assamese or Bengali, besides strong command over English.</li><li>• Experience candidate.</li></ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"><li>• Good interpersonal, analytical and problem-solving skills.</li><li>• Ability to work in and respect diversity, and contribute to positive team building and organizational culture.</li><li>• Ability to meet deadlines and be flexible to work in a dynamic work environment.</li><li>• Demonstrated learning agility, pro-activeness and openness to embrace new technologies at work</li><li>• Ability to travel extensively to gather firsthand information from the field</li><li>• English subtitle writing</li><li>• Story / Script writing</li></ul>

Please send an email to [recruitment@theant.org](mailto:recruitment@theant.org) with the subject line **Application for the post of The Community Media Associate** with cover letter and updated CV by 27<sup>th</sup> June, 2022. Only shortlisted candidates will be contacted for interview.

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