



Rythmus Foundation

Job Description

Position Title:	Media & Public Relations Manager
Key Responsibility:	- Develop and maintain strong relationships with journalists and media outlets. - Create and implement comprehensive PR strategies to enhance the NGO's visibility. - Write and edit press releases, articles, and other communication materials. - Act as a spokesperson and manage crisis communication to protect the organization's reputation. - Pitch stories to media to secure positive and consistent coverage. - Plan and coordinate media-facing events like press conferences. - Manage the NGO's social media presence and online engagement. - Foster relationships with key stakeholders, including donors and partners. - Monitor media coverage and track the effectiveness of PR campaigns. - Prepare reports on PR activities and media engagement for senior management.
Essential Skills	- Excellent Writing & Editing: For press releases, articles, and social media. - Media Relations & Pitching: Proven ability to build media contacts and secure coverage. - Strategic Communication: Skill in developing and executing PR strategies. - Crisis Management: Ability to handle sensitive issues and protect reputation. - Social Media Management: Proficiency in using platforms for engagement and branding. - Stakeholder Engagement: Strong relationship-building skills with diverse groups. - Event Planning: Experience coordinating press conferences and media events. - Cultural Sensitivity: Awareness and adaptability for a diverse environment.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com / BBA
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote