



RENEWABLES FIRST

Job Title: Associate Communications and Media

Location: G-8 Markaz, Islamabad

Department: Communications and Learning

Type: Full time

Contract: 1 year

About Renewables First

Renewables First (RF) is a think tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions just and inclusive through impactful research, advocacy, and strategic partnerships.

Job Description

Renewables First seeks a proactive and adaptable Associate Communications and Media to support the organization's external and internal communications, media engagement, and public relations efforts. This position plays a key role in developing and executing communication strategies, managing digital platforms, engaging with media, and enhancing the visibility of Renewables First's initiatives.

Key Responsibilities

- Develop and implement a communications strategy that enhances the organization's impact through strategic storytelling, engagement, and compelling content such as blog posts, newsletters, and press releases.
- Conduct editorial review of research publications and other communication materials to ensure clarity and consistency.
- Regularly update and maintain the organization's website and social media platforms (LinkedIn, Facebook, Instagram, Twitter, etc.) with engaging and informative content.
- Monitor digital analytics and generate reports to assess the effectiveness of campaigns and identify areas for improvement.
- Develop and maintain strong relationships with print, digital, and broadcast media to maximize coverage of key initiatives.
- Lead communications efforts for organization events, conferences, and training programs, including invitations, media coordination, and promotional content.
- Prepare team members for media interactions, interviews, and public engagements, ensuring they deliver consistent and effective messaging.
- Coordinate internal communications efforts to keep the team informed and aligned on key organizational developments.
- Work closely with the creative team to develop visually compelling and high-quality communication materials.
- Support ad hoc communications and engagement activities as needed.



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Qualifications and Skills

- Bachelor's degree in Communications, Public Relations, Environmental Studies, or a related field.
- 02-03 years of experience in program coordination, communications, or a similar role, preferably in the energy, environment, or education sector.
- Strong skills to handle multiple tasks and meet deadlines.
- Excellent written and verbal communication skills in English and Urdu.
- Proficiency in social media management and content ideation.
- Experience with event planning and logistics management.
- Knowledge of or strong interest in renewable energy, climate change, and sustainable development issues.
- Proficiency in MS-365, Canva, and Mailchimp.
- Self-driven and proactive, demonstrating a strong capacity to take initiative.

What We Offer

- Competitive salary commensurate with experience.
- Opportunities for professional growth and development in the renewable energy and climate action sector.
- A dynamic and collaborative work environment with a team passionate about driving positive change.
- The chance to contribute to Pakistan's energy transition and climate resilience efforts.

Application

If you would like to become part of our dynamic team, apply at your earliest. The last date to apply for this position is **23rd March 2025**. We process applications on a rolling basis. Female candidates are strongly encouraged to apply.

Please email a letter of motivation, along with your CV in one PDF document and use the following format for the file name, "First name_Last name_Job Title" to hr@renewablesfirst.org