

**Manager/Deputy Manager - Outreach**

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for a candidate who can maintain relationships with communities, ministries, and key stakeholders.

An ideal candidate should have compelling communication materials, including written content, presentations, and visual elements, to effectively convey MyGov's message.

**You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.**

**After successful completion of the initial contract period, a regular contract will be given.**

**Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for a Outreach Manager.**

**Interested candidates may apply in this form.**

**Designation: Manager/Deputy Manager**

**Role: Outreach**

**No. of Position(s): 1**

**Qualification:** Bachelor's degree.

**Years of Experience:** 1.5+ years of experience in Digital marketing and Outreach Events.

**Responsibilities:**

- Build and maintain relationships with communities, ministries, and key stakeholders.
- Act as a liaison between MyGov and external partners to ensure effective collaboration and communication.
- Create Outreach Strategies and develop and implement comprehensive outreach strategies to connect with target communities and ministries.
- Identify opportunities for collaboration and engagement to enhance MyGov's impact.
- Event Organization and Promotion, take the lead in organizing events that align with MyGov's objectives, including conferences, workshops, and community gatherings.
- Utilize various platforms to promote events and initiatives, ensuring maximum participation and impact.
- Produce compelling communication materials while staying updated on relevant topics and issues.
- Develop compelling communication materials, including written content, presentations, and visual elements, to effectively convey MyGov's message.
- Develop and implement strategies to enhance MyGov's online presence through social media, websites, and other digital platforms.
- Explore opportunities to establish a strong on-ground presence through partnerships, sponsorships, and community involvement.
- Familiarity with government initiatives and community development is a plus.

**Qualifications:**

- Bachelor's degree.
- Proven experience in community engagement, outreach, or a related role.
- Excellent communication and interpersonal skills.
- Strong organizational and project management abilities.
- Ability to work independently and collaboratively in a fast-paced environment.