

RURAL DEVELOPMENT TRUST
Anantapur, Andhra Pradesh, India
Job Description: Communications Officer

Position Details

Job Title: Communications Officer

Location: Anantapur, Andhra Pradesh, India (Travel within the state as required)

Organisation: Rural Development Trust (RDT)

Salary: Competitive | Commensurate with experience and qualifications

Contract Duration: One year (Extendable)

Last Date to Apply: 25th June, 2026

Job Purpose

Rural Development Trust (RDT) is seeking a dedicated Communications Officer to join its Communications team. RDT is one of India's leading rural development organisations, with over 57 years of integrated development work across Andhra Pradesh and Telangana states.

The Communications Officer will play a key role in shaping and executing RDT's internal and external communications strategies. This includes creating and disseminating content and materials, responding to public and media inquiries, supporting public engagement, and strengthening stakeholder communications. The role requires a creative thinker with strong communication skills, sound editorial judgement, and a genuine interest in development communications.

Key Responsibilities

- Develop, write, and edit communications materials including press releases, blog posts, social media content, newsletters, and reports.
- Travel to project locations to document stories, community voices, field interventions, and programme impact through interviews, photography, short-form video, and written documentation.
- Ideate and work with the team in the production of high-impact content.
- Design creatives for social media channels using tools such as Illustrator and Canva.
- Manage multiple social media channels, ensuring consistent, on-brand, and engaging content across Facebook, Instagram, LinkedIn, X (Twitter), and YouTube.
- Assist in drafting and circulating internal communications, including staff updates, announcements, and cross-team information, ensuring timely and consistent information flow within the organisation.
- Support the development of donor and stakeholder communications including impact stories, case studies, programme updates, and institutional reports.
- Ensure all published materials adhere to RDT's brand guidelines and institutional voice.
- Track analytics across digital channels and prepare regular reports on reach, engagement, and communications outcomes.

Requirements

Essential

- Bachelor's or Master's degree in Communications, Journalism, Development Studies, or a related field.
- Minimum of one year of relevant experience in a communications, media, or development sector role.
- Excellent writing and editing skills in English.
- Proficiency in social media management and knowledge of best practices across leading platforms.
- Strong organisational and interpersonal skills, with the ability to work independently and collaboratively.
- Ability to manage multiple deadlines and adapt to evolving communications priorities.

Desirable

- Proficiency in spoken and written Telugu is strongly preferred, given RDT's operational geography.
- Working knowledge of Adobe Photoshop, InDesign, Illustrator, or Canva.
- Interest in or working familiarity with AI tools for content creation and communications workflows (e.g. writing assistants, image generation, analytics tools).
- Prior experience working in or with the development or NGO sector.

What We Offer

- A competitive salary commensurate with experience and qualifications.
- Exposure to integrated rural development work spanning health, education, livelihoods, gender, water, and community resilience.
- A diverse, international, and multicultural working environment.
- Scope for professional growth within a structured Communications function.

Application Process

Interested candidates should send their application to: careers_rm@rdt.co.in with the subject line: (YOUR NAME) - Application for Communications Officer.

Applications must include:

1. A current CV or resume.
2. A mandatory cover letter, written in your own words, explaining your interest in RDT and this role, your relevant experience, and your approach to communications. Applications should reflect the applicant's own voice, experience, and thinking. Submissions that appear heavily AI-generated without personalisation may not be considered.
3. A portfolio or samples of previous communications work (published articles, social media content, design work, reports, or similar).

A note on AI: RDT recognises that AI tools are increasingly part of the communications profession and are listed as a desirable skill in this role. However, we ask that your application, particularly your cover letter, reflect your own voice, thinking, and genuine interest in the organisation. Submissions that appear heavily AI-generated without personalisation may not be considered

Due to the volume of applications received, only shortlisted candidates will be contacted. We appreciate your understanding and request that you do not follow up on the status of your application by email or phone.

RDT is an equal opportunity employer. We encourage applications from candidates of all backgrounds, including women and individuals from marginalised communities.

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