



Communications & Marketing Executive

Mumbai, India, Hybrid

Full-Time Role

Who We Are

[MicroEnergy Credits](#) (MEC) is a global leader in climate solutions that enables organizations and governments to meet their climate goals by designing and implementing innovative, high-integrity carbon programs across clean energy, sustainable agriculture, and nature conservation.

Our programs enable rural and low-income communities, especially women, to take control of their clean energy future while creating a verifiable impact to build sustainable, climate-resilient communities.

We are a small team that has maintained a start-up ethos of innovation and collaboration at the intersection of environmental markets, clean energy technology, and financial inclusion. Our India headquarters are in Mumbai.

Position Summary

Reporting to the Director of Communications, the Communications & Marketing Executive will support the execution of MEC's communications strategy through content creation, graphic design, digital communications, campaign coordination, and brand management. The role is execution-focused and will help deliver high-quality communications that strengthen MEC's reputation as a trusted, high-integrity carbon project developer.

Job Responsibilities

- Execute communications plans and campaign calendars
- Coordinate content collection with country, technical, and business teams
- Support event and conference communications
- Own content writing and management for various platforms — website, social media, newsletters, email marketing, press releases, blogs, etc.
- Translate technical climate and carbon market concepts into engaging content
- Design, develop, and produce marketing materials and informational content, including brochures, presentations, reports, newsletters, and social media graphics
- Maintain branded templates and visual consistency
- Manage LinkedIn publishing and content scheduling
- Update website content and digital assets
- Monitor analytics and prepare monthly performance reports
- Maintain communications calendars, trackers, image libraries, templates, and brand assets
- Provide administrative support for vendors and agency management

A Candid Note About the Role



This is an execution-focused role for someone who enjoys creating, building, and getting things done.

On any given day, you might be writing a LinkedIn post, designing a presentation, updating the website, coordinating with program teams across countries, researching climate policies, or supporting communications for a major announcement. If you're looking for a role with narrowly defined responsibilities, this may not be the right fit.

A meaningful part of this role involves coordinating content collection from technical and business teams, each with competing priorities. Following up, chasing inputs, and keeping projects moving without constant reminders from a manager is a routine part of the job, not an exception.

This role is not a fit for someone who needs close, day-to-day direction to stay on track. MEC is a small, lean team, and this position carries ownership from early on. Candidates who require frequent follow-ups and close supervision to perform at their best should not apply.

We value curiosity, ownership, attention to detail, and a willingness to learn. You don't need to be a carbon market expert on day one, but you should be excited to learn about complex climate topics and communicate them in an engaging, accessible way.

Must Have

- 3-4 years of experience as a communications professional, with a solid understanding of various kinds of communications activities
- A degree in English, Communications, Journalism, Media, or related fields
- Excellent written and verbal communication skills
- Experience managing websites and social media channels
- Proficiency in relevant software/applications: Microsoft, Google Suite, WordPress, Canva, Adobe Suite, email marketing software
- Strong visual design skills
- Excellent organizational and project coordination skills
- Good interpersonal communication
- High attention to detail and the ability to manage multiple priorities
- Self-motivation and the ability to work independently with minimal supervision
- Strong sense of ownership of their work

Good to Have

- An understanding of carbon markets and/or the global climate action landscape
- Curiosity and a willingness to learn and grow
- Comfort using AI to improve productivity

Success in the First 90 Days

- Take ownership of MEC's communications calendar and routine execution activities
- Require minimal supervision for routine content, design, and channel management activities
- Deliver communications materials that consistently meet MEC's quality and brand standards
- Establish an organised communications workflow, including calendars, templates, and digital assets
- Contribute meaningfully to the successful delivery of at least one major communications campaign
- Establish effective working relationships across technical and business teams to coordinate communications efficiently
- Demonstrate a solid understanding of MEC's programs, positioning, key stakeholders, and the carbon markets in which the organisation operates, and be able to translate technical carbon market concepts into accessible communications

Growth Path

This role offers direct working exposure to the Director of Communications and indirectly to MEC's leadership team, given the size of the organization. Over time, the role offers the opportunity to build specialized expertise in climate and carbon market communications — a growing and increasingly valuable niche — along with end-to-end ownership of communications campaigns rather than isolated tasks.

What We Offer

MEC is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

How to Apply

Interested candidates should email their resume to ases@microenergycredits.com, along with at least one writing sample they are proud of. Applicants can expect a response within 48 hours.

What to Expect After You Apply

Our selection process has five stages, designed to give you a fair chance to show your skills and give us a clear picture of fit on both sides:

1. Application — Submit your resume, complete a short candidate application form, and share a sample or portfolio of your previous work.
2. Psychometric Assessment (20 minutes) — A short online assessment to understand your working style and problem-solving approach.
3. HR Screening Interview — An introductory conversation with our HR team to discuss your background, expectations, and overall fit.
4. Written Assessment Test — A short, practical exercise that assesses how you understand the communications function and translate complex or technical

information into clear, engaging content. We **discourage** the use of AI to complete this assessment.

5. Final Interview with Reporting Manager — A discussion with the Director of Communications about your experience, how you would approach the core responsibilities of the role, a conversation to align on expectations, answer any remaining questions, and make a final decision.