

Communications Executive

Mumbai, India, Hybrid
Full-Time Role

As our Communications Executive, you will be the voice that bridges our vital work with the world. Your efforts will directly contribute to:

- **Amplifying Our Reach:** By crafting compelling content for various platforms, you'll help us reach new audiences and partners, expanding the ripple effect of our programs
- **Inspiring Action & Engagement:** Your words will motivate corporations and sovereigns to support our mission, directly fueling our ability to create change
- **Building a Movement:** You'll help us build a strong brand identity and narrative, fostering a sense of community around our cause and inspiring collective action
- **Showcasing Real-World Change:** Through powerful stories and data-driven insights, you'll demonstrate the tangible impact of our work, building trust and transparency with our partners and clients

What You Will Do:

- Implement the company's communications strategies
- Plan, execute, and track social media strategies
- Manage content, social media, and event calendars
- Own content writing and management for various platforms – website, social media, newsletters, email marketing, press releases, blogs, etc.
- Develop and produce marketing materials and informational content, including brochures, presentations, reports, and newsletters
- Provide administrative support for vendors and agency management

Must Have Skills and Experience:

- 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
- Experience managing websites and social media channels
- Excellent written and verbal communication skills
- Excellent organizational and time-management skills
- Good interpersonal communication
- Workable knowledge or proficiency in relevant software/applications: Microsoft, Google Suite, WordPress, Canva, Adobe Suite, email marketing software
- Some graphic design knowledge and sensibilities

Good to Have

- An understanding of carbon markets and/or the global climate action landscape

- Self-motivation and a willingness to be a self-starter
- Curiosity and a willingness to learn and grow

Who We Are

MicroEnergy Credits (MEC) is a social enterprise that channels international funding to help community financial inclusion organizations launch and scale climate action programs. 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.

MEC has a deep background in energy access for development through our work over the past 18 years, providing affordable, clean energy to 60 million people in Asia and Africa. As a trusted provider of social impact carbon credits, MEC seeks to empower every community by providing access to affordable and innovative clean energy solutions. We aim to create a world free of both poverty and climate change.

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

Why Work With Us

At MEC, impact isn't just a goal—it's our purpose. We serve humanity and the planet by championing bold ideas fuelled by innovation and meaningful communication. Excellence, to us, means enabling every team member to lead with purpose and help others thrive.

What We Offer

We invest in our people with benefits designed to support well-being and growth:

- Work from where you thrive
- Robust healthcare benefits
- Plenty of time to rest and recharge
- A once-a-year team retreat to inspire and connect

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 or our sensibilities.