

JOB DESCRIPTION

Communications and Engagement Executive

ALLIANCE FOR AN ENERGY EFFICIENT ECONOMY

The Alliance for an Energy Efficient Economy (AEEE) supports policy implementation and enables the energy efficiency market with a not-for-profit motive. AEEE promotes energy efficiency as a resource and collaborates with industry and government to transform the market for energy-efficient products and services, thereby contributing toward meeting India's goals on energy security, clean energy, and climate change.

“Your Career. India’s Energy and Decarbonisation Future.”

At AEEE, you don’t just build a career—you build a legacy, contributing to India’s energy transition and climate resilience. We are a movement for energy efficiency, proud to contribute to nation-building, climate resilience, and sustainable growth.

PURPOSE OF THE ROLE

AEEE seeks a self-motivated, organised, and detail-oriented Communication & Engagement Executive to support program implementation and communications across AEEE and its flagship initiatives. The role involves coordinating stakeholder engagement activities, supporting events, developing communication content, and contributing to digital outreach activities focused on energy efficiency, sustainable cooling, and climate action.

The ideal candidate has strong communication and organisational skills, an interest in sustainability and climate-related issues, and the ability to work effectively across multiple projects and stakeholder groups. The role also requires a proactive mindset, the ability to manage competing priorities, experience in research and communications, and a willingness to work in a fast-paced and collaborative environment.

ROLE POSITIONING

Designation(s)	Communication and Engagement Executive
Function (Job function)	Communications
Reporting Matrix	Lead - Communications
Location (City name)	New Delhi
Employment type	Consultant

RESPONSIBILITIES

KEY RESPONSIBILITY AREAS:

1. Program Coordination and Stakeholder Engagement

- Support the planning, coordination, and implementation of program activities, including workshops, webinars, conferences,

and more.

- b. Coordinate stakeholder outreach, meeting logistics, follow-up actions, and engagement activities to support collaboration across member organisations, partners, and external stakeholders.
- c. Assist in identifying and mapping potential organisations, partners, and stakeholders to support the growth and strengthening of collaborative platforms and initiatives.
- d. Assist in preparing presentations, concept notes, briefing materials, reports, meeting summaries, and other program-related documentation.
- e. Conduct secondary research and information synthesis to support program activities, knowledge products, and stakeholder engagement efforts.
- f. Track program activities, deliverables, timelines, and stakeholder inputs to support effective implementation, monitoring, and reporting.
- g. Coordinate with internal teams, consultants, vendors, and external partners to facilitate the smooth delivery of program activities and events.
- h. Support the development and dissemination of program-related communications, including social media, event outreach, digests, and knowledge resources.

2. Communications and Digital Outreach

- a. Support communications and outreach activities for AEEE and its flagship initiatives across digital platforms.
- b. Assist in developing and implementing social media calendars and campaigns to strengthen visibility, reach, and stakeholder engagement.
- c. Support the creation, editing, and dissemination of communication materials, including social media content, digests, presentations, emailers, podcasts, and other multimedia assets.
- d. Support the management and regular updating of program websites, ensuring timely publication of content, resources, and announcements.
- e. Assist in planning and promoting webinars, workshops, events, campaigns, and other outreach activities through social media, email marketing, and related communication channels.
- f. Work with program teams to translate technical information, research findings, and project outcomes into accessible and engaging communication products.
- g. Track and analyse performance metrics across social media, websites, newsletters, and digital campaigns to support continuous improvement and audience growth.
- h. Stay informed on emerging communication trends, digital tools, and developments related to energy efficiency, sustainable cooling, climate action, and sustainability.



**KEY
PERFORMANCE
INDICATORS**

GENERAL

At AEEE, we think together, build together, and grow together, fostering collaboration across boundaries. You will work side-by-side with engineers, economists, architects, data scientists, and policy experts. We encourage experimentation and ideation to solve complex problems.

- Efficacy of written and oral communication.
- Ability to adapt and deliver under tight deadlines in a professional environment.
- Striving for rigor and quality in work output.
- Ability to carry out activities with a collaborative spirit with the team.

REQUIRED EDUCATIONAL QUALIFICATION & RELEVANT EXPERIENCE

- Master's degree in environmental studies, Sustainability, Climate Change, Energy Studies, Public Policy, Development Studies, or a related discipline, with 0–1 year of relevant professional experience; or a bachelor's degree in a relevant discipline like mass communication, with a minimum of 2 years of relevant professional experience in the environment, sustainability, or social sector.
- Demonstrated interest in sustainability, energy efficiency, sustainable cooling, climate action, environmental policy, or related sectors.
- Experience supporting program implementation, stakeholder engagement, communications, or outreach activities will be an advantage.
- Knowledge of social media platforms, content management systems, website management, and email marketing tools will be desirable.
- Strong written and verbal communication skills with the ability to develop content for different audiences and platforms.
- Proficiency in Microsoft Office applications, particularly Word, PowerPoint, and Excel.
- Strong organisational skills, attention to detail, and ability to work independently while managing multiple priorities.
- Strong communication skills and exceptional attention to detail.
- Must be legally eligible to work in India.

SKILLSET EXPECTATIONS

Program coordination, stakeholder engagement, communications and outreach, social media management, content development, event management, website management, digital campaigns, creative thinking



WORKING AT ALLIANCE FOR AN ENERGY EFFICIENT ECONOMY

WHAT AEEE OFFERS YOU

This is an exciting time to join a growing AEEE team at our LEED Platinum-certified office in New Delhi. AEEE advocates for data-driven, evidence-based energy-efficiency policies that will unleash innovation and entrepreneurship across the country to create an energy-efficient economy. We hold **Respect** for all, **Integrity** at all times, **Synergy** within AEEE, and **Excellence** at work (RISE) as our core values, which are central to building a culture that is unique to us. We provide a dynamic and progressive environment with opportunities to grow both professionally and personally while contributing to the country's progress. We have a start-up mindset and offer a friendly team environment, with the opportunity to work on a highly successful and dynamic portfolio of programs, where your performance and contributions to the growth of AEEE are the ticket to your professional excellence. We have a strong commitment to our people and strive to live by our values as we listen, learn, and provide equal opportunities for young and experienced staff members, as well as to those in technical and support functions and individual contributor roles.

HOW TO APPLY

If you are confident, you meet the above criteria and are excited to join the dynamic team at the Alliance for an Energy Efficient Economy, we would love to hear from you! Serious candidates are encouraged to apply directly by sending their updated resume with a cover letter to jobs@aeee.in.

To learn more about AEEE and our work, please visit: www.aeee.in

Please note that only shortlisted candidates will be contacted. We sincerely appreciate your interest in joining us.

