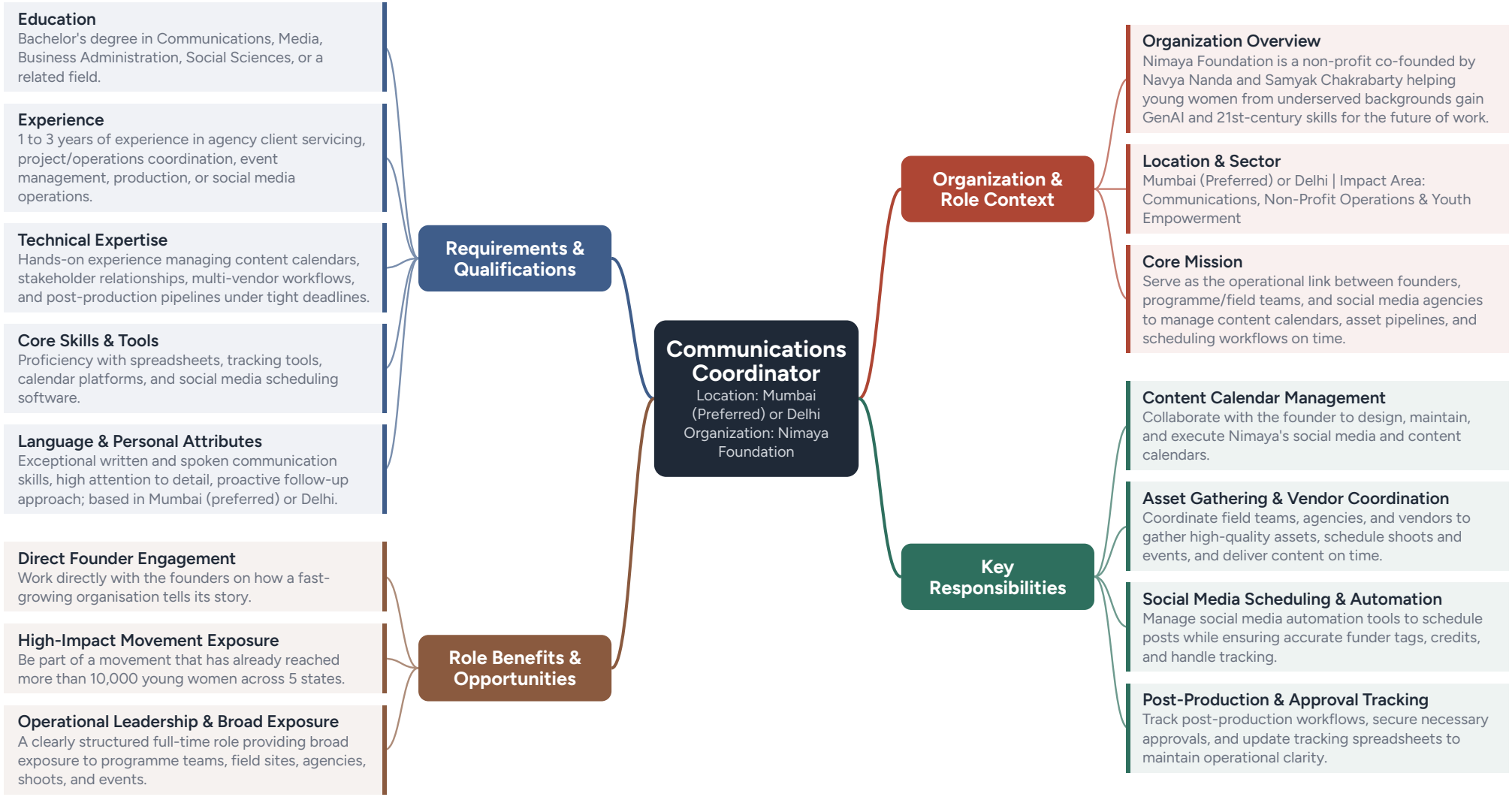
Nimaya Foundation

Communications Coordinator in Mumbai/Delhi | Nimaya Foundation

Mumbai, Maharashtra & Delhi · full-time · mid level · Competitive

Application Assist →

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Skills this role needs

- Social media scheduling and automation tools
- Spreadsheets and trackers
- Event and shoot coordination
- Agency and vendor coordination
- Clear written and spoken communication

Job description

Nimaya Foundation

Nimaya Foundation is a not-for-profit co-founded by Navya Nanda and Samyak Chakrabarty. It helps young women who face social and economic barriers to find their place in the future of work, with the aim that they use AI at work rather than lose their jobs to it. Its guiding question is simple: why can't a rickshaw driver's daughter land a job at Google? Through its GenAI Ready Naari programme, Nimaya gives learners 21st century skills, real world exposure and the confidence to pursue meaningful careers. More than 10,000 women across 5 states have taken part so far, with partners including the Government of India's YuvaAI Mission. This role sits within Nimaya's communications function, which makes sure the organisation's daily work in classrooms, communities and events reaches the world on time and as planned.

Role

Nimaya wants to build a movement, and movements need stories. As Communications Coordinator, you will be the link between the founders, the programme and ground teams, and the social media agency. You will keep the calendar, the trackers and the follow-ups in order so everyone knows what is going out, who is doing what and by when. This is not a creative role. You will not write copy or produce content. You will make sure the people who do are briefed, on time and working to plan. It is a structured job for someone who likes things organised and followed through.

Responsibilities

- Collaborate with the founder to design, maintain, and execute Nimaya's social media and content calendars.
- Coordinate field teams, agencies, and vendors to gather high-quality assets, schedule shoots/events, and deliver content on time.
- Manage social media automation tools to schedule posts while ensuring accurate funder tags, credits, and handle tracking.
- Track post-production workflows, secure necessary approvals, and update tracking spreadsheets to maintain operational clarity.

Requirements

- 1 to 3 years of experience in agency client servicing, project/operations coordination, event management, production, or social media operations.
- Hands-on experience managing content calendars, client/stakeholder relationships, and multi-vendor workflows under tight deadlines.
- Proficiency with spreadsheets, tracking tools, calendar platforms, and social media scheduling software.
- Exceptional written and spoken communication skills, close attention to detail, and a proactive follow-up approach.
- Based in Mumbai (preferred) or Delhi.

Benefits

- Work directly with the founders on how a fast-growing organisation tells its story.
- Be part of a movement that has already reached more than 10,000 young women across 5 states.
- A clearly structured, full-time role where your organisation and follow-through are the core of the job.
- Exposure to programme teams, ground teams, agencies, shoots and events across the organisation's work.

Apply

Check your fit for the role and receive the apply link in your mailbox

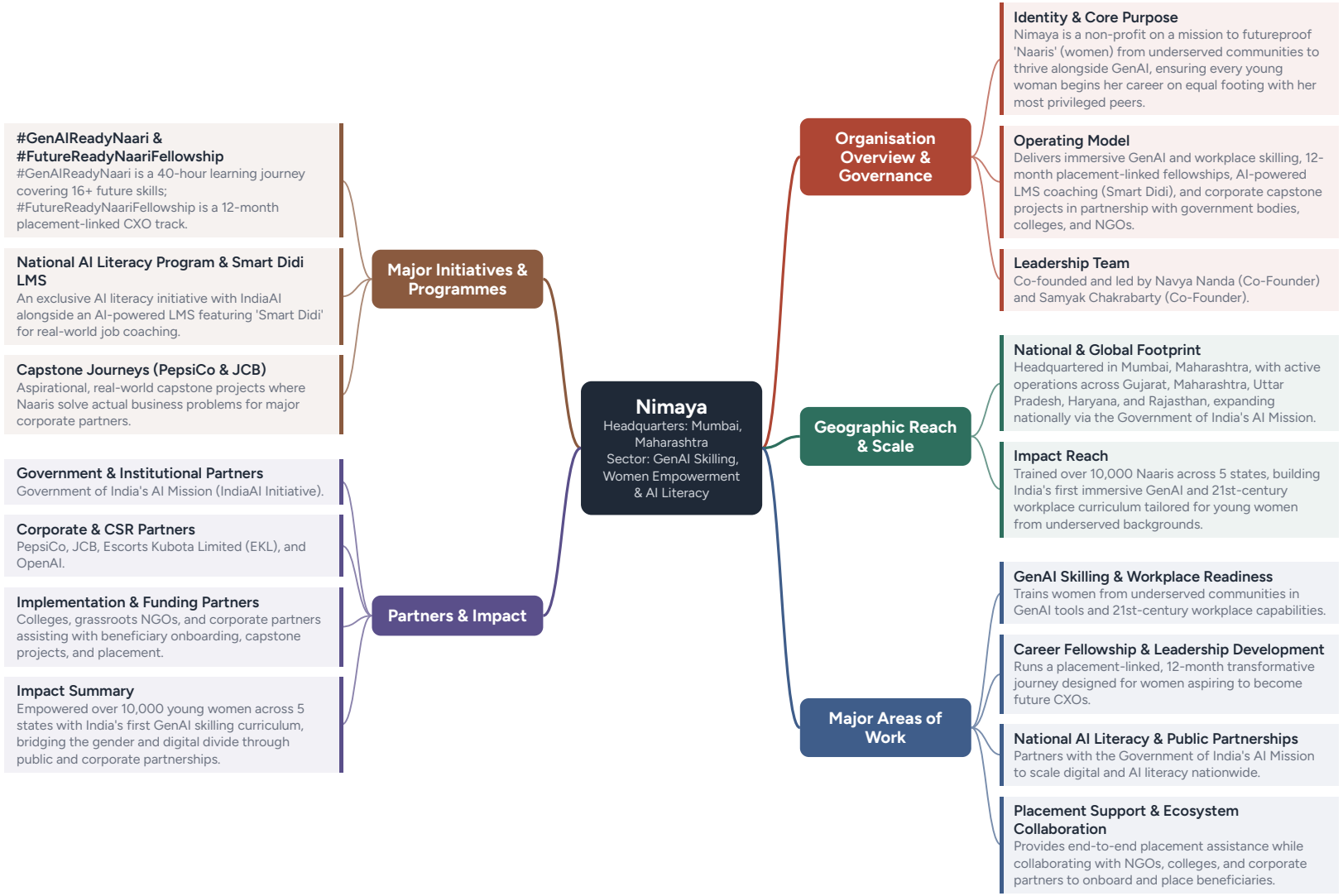
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About the organisation

Nimaya Foundation

Women's Skilling & AI Literacy

nimaya.in ↗
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About Nimaya Foundation

Nimaya is on a mission to futureproof "Naaris" (women) to thrive alongside GenAI at work. As automation replaces routine jobs, degrees and technical skills alone no longer guarantee growth — and where a woman is born should be her starting point, not a ceiling on her possibilities.

Youtube Video

With nearly half of India's population being women, many coming from challenging socio-economic backgrounds and graduating from an outdated education system, Nimaya was co-founded by Navya Nanda and Samyak Chakrabarty with a mission to ensure every Nimaya Naari begins her journey on equal footing with her most privileged peers, gaining an edge in leveraging AI at work instead of being at risk of being replaced by it.

> *Head Quaters : Mumbai, Maharashtra*

Major Areas of Work

- GenAI Skilling: Training women from underserved communities to leverage GenAI tools and 21st-century workplace skills to perform effectively at work.
- Career Fellowship & Leadership Development: Running a placement-linked, 12-month transformative journey designed for women aspiring to become future CXOs.
- National AI Literacy: Partnering with the Government of India's AI Mission to scale digital literacy nationwide.
- Placement Support: Providing end-to-end placement support connecting trained women to real employment opportunities.
- NGO & College Partnerships: Collaborating with NGOs and colleges to identify and onboard beneficiaries into Nimaya's programs.

Major Initiatives & Programmes

- #GenAIReadyNaari: A 40-hour immersive learning journey where Naaris master 16+ future skills, including building agentic AIs, co-creating content with GenAI, and smart workplace skills like critical thinking and problem-solving.
- #FutureReadyNaariFellowship: A placement-linked, 12-month transformative journey designed for Naaris who want to become future CXOs.
- National AI Literacy Program: An exclusive program run in partnership with the IndiaAI Initiative to scale AI literacy nationally.
- Smart Didi (AI-powered LMS): An AI-powered learning management system featuring "Smart Didi," an AI bot that coaches Naaris for real-world job success.
- Capstone Journeys: Aspirational, real-world capstone projects where Naaris have worked with companies like PepsiCo and JCB on actual business problems.

Impact

Nimaya has trained over 10,000 Naaris across Gujarat, Maharashtra, Uttar Pradesh, Haryana, and Rajasthan. The organisation built the country's first immersive curriculum designed specifically for young women from underserved communities to master GenAI and smart workplace skills. Nimaya has formed a strategic partnership with the Government of India's AI Mission to scale digital literacy nationwide, and has been featured in outlets including The Economic Times, CNBC-TV18, and The Indian Express. The organisation has also partnered with corporates like Escorts Kubota Limited (EKL) and OpenAI to expand its reach and impact.

Leadership

Co-Founder – Navya Nanda

Co-Founder – Samyak Chakrabarty

Nimaya is an excellent fit for professionals passionate about women's empowerment, AI literacy, skilling, and workforce readiness who want to help build India's first generation of AI-fluent women leaders from underserved communities.

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