INTACH Kathmandu Office invites applications from experienced candidates based in Kathmandu for the position of ‘Research and Social Media Coordinator’ to support INTACH Kathmandu office’s post-earthquake heritage building conservation and reconstruction projects in Kathmandu, Nepal.

**Qualification:** Any relevant academic and research background with keen interest and understanding of Nepalese history, culture, and heritage; experience in handling social media and creative content writing in both English and Nepali.

**Brief job description**
- Research and compilation for various technical publications
- Maintain online presence for INTACH’S ongoing project in Nepal and implement outreach through social media accounts on twitter, Instagram, Facebook and project website in creative and engaging manner using text, image and video content related to the project.
- Audio-video documentation of different project sites in Kathmandu valley
- Organizing technical workshops and other project related events.

**Required Experience and Skills**
- Excellent writing and communicating skills in English and Nepali.
- Should have at least 3 years of relevant academic, research and/or organizational experience in the cultural heritage sector.
- Demonstrated experience in the use of MS office (Word/Excel/PowerPoint etc.), Adobe Photoshop etc.
- Expertise in handling multiple social media platforms and regularly updating and managing the INTACH project website.
- Ability to deliver Creative content (text, image and video)
- Knowledge of SEO, familiarity with keyword placement and Google Analytics.
- Stay up-to-date with changes in all social platforms ensuring maximum effectiveness.
- Willingness to work under pressure with tight deadlines and to travel to project sites as and when required.
- Multitasking, Good interpersonal, and time management skills

Interested candidates may submit their application with a subject line "Applications for Nepal Project –" Research and Social Media Coordinator’ with cover letter, updated CV and sample or portfolios of relevant works/projects to the following email address to: adm.ktmintach@gmail.com latest by 15th May 2022.

*We thank all applicants for their interest, however only those candidates shortlisted and selected for interviews will be contacted.*