

Job Description

Content & Project Manager

Organization: Girnar Darshan

Location: Bengaluru

Employment Type: Full-Time

Position Summary

The Content & Project Manager researches Jain literature, develops authentic content, and manages end-to-end content projects while coordinating with writers, researchers, designers, and subject matter experts.

Key Responsibilities

- Research Jain scriptures and Girnar literature.
- Create articles, blogs, educational resources and digital content.
- Manage website content, blogs, LinkedIn, Facebook, YouTube and other social media platforms.
- Plan social media content calendars and digital campaigns.
- Coordinate with writers, researchers, designers and spiritual mentors.
- Review and proofread content.
- Manage project timelines and ensure timely delivery.

Qualifications

- Bachelor's degree in a relevant discipline.
- Experience in Content Management, Editorial, Research, Digital Marketing or Project Management preferred.
- Master's Degree in Jain Studies/Jainism is preferred.
- Ph.D. in Jain Studies/Jainism will be an added advantage.

Skills

- Strong understanding of Jain philosophy.
- Excellent writing and research skills.
- Ability to read English, Hindi and Gujarati.
- Hands-on experience with website blogs and social media platforms including LinkedIn, Facebook and similar platforms.
- Knowledge of content strategy and digital audience engagement.
- Strong project management and coordination skills.
- Proficiency in Microsoft Office and Google Workspace.