



The Admissions and Communications Manager

The Admissions and Communications Manager plays a critical role in shaping how Avasara is experienced by prospective families, donors, partners, and internal stakeholders. This role combines admissions leadership with strategic communications, storytelling, and visibility-building to ensure that Avasara's work, culture, and impact are communicated clearly, consistently, and thoughtfully.

The role holder will manage the end-to-end admissions process while also leading internal and external communications across platforms including Instagram, LinkedIn, blogs, website, and internal bulletins. They will work closely with academic teams, students, leadership, and development teams to document school life, highlight learning journeys, and support donor and program reporting.

This position requires strong coordination skills, an eye for detail, sensitivity to student safeguarding, and the ability to translate day-to-day school activities into meaningful narratives aligned with Avasara's mission and values.

Key Responsibilities

Admissions & Enrollment Management

- Oversee the complete admissions lifecycle from enquiry to final enrollment.
- Serve as the primary point of contact for prospective parents, providing clear guidance on the admissions process.
- Maintain accurate and up-to-date admissions data, applicant records, and documentation.
- Track admissions trends and share periodic reports with leadership.
Coordinate admissions timelines, interviews, school visits, and follow-ups to improve conversion rates.

Marketing & Outreach for Admissions

- Design and execute admissions outreach strategies for both scholarship and non-scholarship students.
- Build and manage partnerships with NGOs, community organisations, and referral networks to strengthen the scholarship pipeline.
- Develop targeted outreach for non-scholarship families through open houses, school tours, virtual sessions, and digital materials.
- Create and update admissions marketing collateral including brochures, presentations, and digital content.
- Track outreach effectiveness by source (NGO partners, direct enquiries, non-scholarship leads).

External Communications & Social Media



- Lead content creation and management across Instagram, LinkedIn, blogs, and the school website.
- Showcase student learning, school culture, events, achievements, alumni journeys, and institutional milestones.
- Collaborate with teachers, students, and staff to capture diverse aspects of school life.
- Ensure compliance with safeguarding, communication policies, and brand guidelines.
- Lead, coordinate and publish donor-mandated posts in a timely manner.

Internal Communications & Documentation

- Curate and publish weekly internal bulletins highlighting school events, learning highlights, and guest visits.
- Maintain a repository of photographs, write-ups, and event documentation for institutional use. Coordinate information flow across academic, residential, and leadership teams to ensure timely updates.

Donor & Program Communications

- Document events, learning experiences, and student engagement for donor and program updates.
- Support the development team with content for donor reports, impact updates, and presentations.
- Ensure alignment between on-ground activities and external narratives shared with partners.

Guest, Donor & Event Coordination

- Coordinate donor volunteer engagements and CSR team visits. Support the planning and execution of key school events such as Avasara Young Scientists, Avasara Professional Learning, Annual Day, and showcases.
- Manage event communication, documentation, and follow-up.

Ideal Candidate Profile

- You believe wholeheartedly in the mission and vision of Avasara Academy.
- You feel excited about committing to the expectations listed above.
- You are fluent in English, with strong written and verbal communication skills.
- You are a highly motivated and reflective practitioner who views feedback as a critical component on the path to mastery.
- You have the ability to translate ideas, experiences, and data into clear, compelling narratives for diverse audiences.
- You demonstrate strong attention to detail and the ability to manage documentation, reporting, and communication processes effectively.
- You are comfortable working with data and using it to inform instruction as well as communicate impact.
- You have experience participating in teams composed of individuals from diverse ethnic, cultural, and national backgrounds.



- You are collaborative and able to work across functions, engaging with multiple stakeholders with clarity and professionalism.

Location: Pune, India

Start Date: June 2026

To Apply: Email personnel@avasara.in with a CV or resume and cover letter detailing your experience and interest in the position. Please enclose a list of 2 references with your application (one of which should be your current supervisor)