



Striving for Peace and Progress

**Association of Muslim Professionals**  
(Reg. No. 2011 G. B. S. D 3001)

## **Job Description of Content-Writers for Skill Development Lectures**

**Role:** Content Writer

**Objective of the Role:** To research, collate, format and prepare effective presentations on various topics which shall be used for conducting Skill Development Lectures across the country.

### **Scope of Presentations**

- 1) Careers- Example: Physiotherapy, Biotechnology
  - 2) Soft Skills- Example: Time Management, Interview Tips, Resume Building
  - 3) Technical Skills- Example: Working on Excel, Making effective power points
  - 4) Islamic Teachings- Example: Role of Parents, Children
- Any Other topic which helps students & professionals in their careers

### **Responsibilities:**

- 1) Selection: Select topics after consultation with central SDL Team to avoid duplication
- 2) Research: To research on the internet and other formal sources for content for the topic
- 3) Collate: Extract and collate authentic and effective points from these sources.
- 4) Simplify: Make the content simple to understand considering the Target audience.
- 5) Interactive: Make the slides interactive and colorful by adding images and graphics
- 6) Format: Create a ppt in the prescribed format according to the internal standards
- 7) Feedback: Co-ordinate with Central SDL Team to take their feedback to further improvise
- 8) Notes: Once the PPT is finalized, prepare Slide wise points which the presenter needs to cover in his session.

### **Skill Required:**

- 1) Good research skills, ability to analyse content for quality information.
- 2) Computer literate and good internet surfing skills
- 3) Excellent writing and communication skills
- 4) Ability to work with Central team and independently as required
- 5) Should be self motivated and ready to work for the upliftment of the community

**Payment:** This is a voluntary position. No kind of payment is given to this role



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**Estimated Work Hours:** 4-5 hours a week or depending on the Topic

**Benefits:**

- 1) Develop your research skills
- 2) Improve your writing skills.
- 3) Get updated about various careers to guide your contacts & others
- 4) Interact with experienced professionals across industries. Networking opportunities.
- 5) Get access to a wide resource of professional presentations developed by industry experts in the AMP professional network.
- 6) Develop excellent competency in Data compilation and Drafting and Editing of technical and creative content. You will get the confidence to grab similar opportunities at work and get noticed. Good for your career progression.
- 7) After completion of minimum 10 PPTs, reference from AMP Team can be provided for professionals.
- 8) Most importantly, the joy and satisfaction of spreading knowledge across thousands of students /professionals.