

COMMUNICATION INTERN

JOB DESCRIPTION

INTRODUCTION

The Coalition for Food and Nutrition Security (CFNS) is a group of policy and program leaders committed to knowledge management, fostering collaboration and evidence based advocacy for improved programs to achieve sustainable food and nutrition security. More than 500 organisations, influential leaders and individuals of outstanding merits are associated with this Coalition.

RESPONSIBILITIES

The Communication intern is responsible for coordinating and executing the organisation's communication requirements: report preparation, drafting and designing of newsletter, leaflet, hand-outs and social media strategy, working across key social media channels including Facebook, Twitter and LinkedIn. This role will be instrumental in increasing our social media presence and gaining visibility.

S/he will support in setting up the social media platform and contribute in the day to day communication, social media and website content management support. The position reports to Manager - Membership Engagement, Knowledge Management & Communication, CFNS

The main responsibilities of the intern are:

- Support in developing branding and communication strategy and mechanisms and position Coalition as a partner of choice.
- Contribute in preparation of CFNS knowledge products like brochures, leaflets, quarterly newsletters etc.
- Engage with media and communication agencies to disseminate messages on nutrition and food security across the clientele. Develop press notes, organize regular press briefs and conferences to generate a public discourse.
- Enrich website content and expand the outreach through social media.
- Actively engage with the social media, coalition blog, and use technology and volunteer networks to expand the outreach.

REQUIRED QUALIFICATION

- Ideal candidate is an undergraduate (junior or senior) or graduate student in public relations, marketing, communications, digital communication for business development.
- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- Excellent computer skills with experience in social media & Microsoft Office
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines

GENERAL TERMS AND CONDITION

Candidate shall use her/his own computer/laptop/system during the internship tenure. Organisation will not pay any stipend or movement cost to the intern during this period.

Student_Benefit: This internship will allow the intern to bring their classroom knowledge into a professional work setting and broaden her/his knowledge through hands-on application in a nonprofit environment.

- Hands-on professional experience to build portfolio
- Certificate upon successful completion of internship

Duration: Available now with a minimum commitment of 45 days to 90 days (may be extended based on mutual suitability)

HOW TO APPLY

To apply send your resume and letter of recommendation from Head of the Department/Institution to info@nutritioncoalition.org.in with subject line – Internship Application (Communication)