



# KNOWLEDGE MANAGEMENT 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 Knowledge Management intern is responsible for coordinating and executing the organisation's knowledge management products. This role will be instrumental in designing and launching the online knowledge portal of the organisation.

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:

- Copy-edit communications and KM materials submitted for review by Coalition members and make recommendations on formatting and branding, adhering to Coalition guidelines.
- Develop KM products, briefs, policy notes and engage with key policy makers and political leaders to influence public policy and legislations.
- Capture success stories and develop KM products for partner learning
- Coordinate collection of working group updates on knowledge products, review KM materials of other development partners, synthesize and share knowledge resources with Coalition partners.
- Assist in research, design and launch of the knowledge management portal of the organisation
- Leverage latest IT and web enabled technologies that contribute to food and nutrition security.

### REQUIRED QUALIFICATION

- Master's degree in communications, marketing, public relations, journalism, public health, international relations, the social sciences, or other related field (required)
- Interest in global public health and communications/knowledge management
- Demonstrated high-quality writing, copy-editing, and formatting skills
- Excellent organizational and research skill.
- Great attention to detail

## 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 their knowledge through hands-on application in a nonprofit environment.

- Hands-on professional experience to build a knowledge management portfolio
- Certificate upon 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](mailto:info@nutritioncoalition.org.in) with subject line – Internship Application (Communication)