



MEMBERSHIP ENGAGEMENT 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 Membership Engagement intern is responsible for coordinating and executing the organisation's day to day operations, internal and external member communication & membership database management. This role will require constant interaction with our Membership Network and is an outstanding opportunity to learn about and keep informed of all the latest sustainability and engagement efforts and trends in the nonprofit sector.

S/he will support the membership engagement activities and contribute in the day to day coordination and operations of the organization. The position reports to Manager - Membership Engagement, Knowledge Management & Communication, CFNS

The main responsibilities of the intern are:

- Support the maintenance of the Coalition's member information through updating member profiles
- Work in collaboration with colleagues at the CFNS Office, in particular in Events, Finance and Directorate Support to ensure accurate data is collected
- Working alongside the membership engagement team, provide advocacy and networking support.
- Support various work streams and programs in relation to engagement with broader stakeholders.
- Organise Board, Annual General Body and other meetings of the Board committees at regular interval, document the minutes and disseminate the same at a timely manner.

REQUIRED QUALIFICATION

- College or advanced degree graduate (B.A., B.S., M.A., M.S., MBA or equivalent) in Sustainable Business, Communications, Social Entrepreneurship/Innovation, Economics, Environmental Studies, Human-Centered Design, Applied Psychology or related field(s)
- Extremely organized and detail-oriented, highly motivated self-starter, able to juggle many activities and a high volume of communication with focus, grace and good humor
- High degree of professionalism, able to communicate clearly and competently with senior corporate executives
- Proficient with all common types of information technology, especially Microsoft Office (Word, Excel, PowerPoint), Google Docs and all manners of Internet research
- Excellent written and verbal communication
- 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 his/her knowledge through hands-on application in a nonprofit environment.

- Interns will learn about and support staff with the day-to-day operations of a non-profit organization, which will involve inter-departmental coordination, database management, drafting and proofreading internal and member communications, assisting with the design of toolkits and resources, and conference and event planning.
- 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 with subject line – Internship Application (Membership Engagement)