

## Vacancy Details:

<b>Designation:</b>	Communications Intern
<b>Positions Vacant:</b>	2
<b>Location:</b>	New Delhi, India
<b>Date of joining:</b>	Immediate

## Terms of Reference:

ICLEI – Local Governments for Sustainability, South Asia, is seeking two dynamic and creative individuals to join our Communications team as a **Communications Intern**. This is an **on-site** position located in our **New Delhi office**, offering an exciting opportunity to grow and excel in the field of communications. This role offers an opportunity to showcase and develop your ability to conduct research and create contextualized content that is delivered in a simple and engaging manner. With the support of the Communications Team, you will be responsible for creating both physical and digital communications resources aimed at enhancing the visibility and recognition of ICLEI South Asia's initiatives among diverse stakeholders, including government officials, private sector entities, non-governmental organizations, media outlets, donors, and civil society organizations.

## About the Role:

Your day-to-day responsibilities will include conducting desk-based research, producing and collaborating with the communications teams, project teams and experts to conceptualize and produce content and resources for ICLEI South Asia's communications platforms in form of written content, short videos, infographics, and posters. The role will also include working on several communications and media initiatives, assisting in event organization and coverage, and developing press releases and media kits.

## Required/Desired Skills:

- **Research Skills:** Ability to look up reliable information about various projects, stakeholders and related information to further add reliability to our communications efforts.
- **Adobe Indesign/Canva:** Should be able to use Adobe Indesign, Illustrator, Coral Draw and Canva with comfort and willingness to experiment and learn new methods to make designs more engaging and informative.
- **Graphic Design:** Capability to breakdown concepts into meaningful content to match the need of our projects and stakeholders.
- **Collaboration:** The work will require collaboration within the team and with external experts to drive the quality of our resources like videos, comics, and others elements

- **Understanding of the Context:** We work with various city governments, prior work experience in a similar sector or an inclination to understand and understand it would be an asset
- **Familiarity with Social Media:** Ability to draft posts, create content, engage with audiences, and monitor social media trends to enhance our digital presence.

## What is in it for you?

- **Professional Development:** This role offers the opportunity to work closely with senior management and various teams across ICLEI South Asia, significantly contributing to your professional growth.
- **Increased Visibility:** Engage in impactful work that enhances your visibility within the field of sustainable development and climate action.
- **Networking Opportunities:** Gain access to a vast network of professionals and organizations in the field of sustainability and climate action, opening doors for future career prospects and collaborations.
- **Be Part of a Purposeful Journey:** Join us in our mission as we shape sustainable cities across South Asia. This is a unique opportunity to make a tangible impact in the field of sustainability and climate action.

## Remuneration will be commensurate to industry standards

Interested candidates are requested to send their brief resume along with a concise cover letter to [communications@icleisouthasia.org](mailto:communications@icleisouthasia.org) by **31 March, 2024**.

*Please note that only shortlisted candidates will be contacted.*

## **About ICLEI – Local Governments for Sustainability:**

ICLEI South Asia is the South Asian arm of ICLEI – Local Governments for Sustainability, a global network of more than 2500 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. ICLEI South Asia works to support cities on multiple aspects of sustainable development, in order to achieve tangible improvements in regional and global sustainability through local initiatives. Ways in which we strengthen the capacities and technical know-how of cities that we work with.

For more information about ICLEI South Asia visit: <https://southasia.iclei.org/>