



## **Paid Internship Opportunity with ICLEI South Asia**

**Organization:** ICLEI South Asia

**Position:** Media Intern (Communications)

**Location:** In-Office, New Delhi

**Duration:** Full-time, 6-month paid internship (with potential for extension)

### **About ICLEI South Asia**

ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

### **Position Overview**

We are seeking a creative and proactive Media Intern to assist with website management, social media, and content writing. The role involves website content updates, website content migration, assisting with the newsletter, and social media engagement, with a focus on promoting ICLEI's work.

### **Key Responsibilities**

- **Website Management:** Assisting in regularly updating and maintaining the ICLEI South Asia website, ensuring content accuracy, and tracking engagement.
- **Website Migration:** Migrating content from the old website to the new website while ensuring correct formatting of copies.
- **Content Writing:** Assisting in drafting and editing newsletters, and other communication materials as required.
- **Social Media Management:** Creating social media posts, engaging with followers, and assist in running social media campaigns.

### **Qualifications & Requirements**

- Currently enrolled in or recently graduated with a degree in Communications, Media, Public Relations, Journalism, or related fields.
- Strong writing skills and attention to detail
- Familiarity with website management, social media platforms, and basic designing tools.
- Interest in sustainability and climate action



## **Skills Needed**

- Excellent communication and writing skills
- Knowledge of Canva, Adobe editing tools is preferred
- Familiarity with digital tools like WordPress, MailChimp, and social media platforms like X, Facebook, LinkedIn, Instagram is desirable.
- Strong organizational and time management skills
- Ability to work in a fast-paced environment within desired deadlines

## **How to Apply**

Send your CV, cover letter, and a writing sample to [communications@icleisouthasia.org](mailto:communications@icleisouthasia.org), no later than **31 March 2025**.