



## **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, content writing, and outreach. The role involves website content updates, 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 website engagement.
- **Content Writing:** Drafting and editing articles and blogs, creating newsletter templates, digital creatives, and other communication materials as required.
- **Social Media Management:** Creating social media posts, engaging with the online community, and assist in running social media campaigns.
- **Outreach:** Assisting the team in engaging with media partners, outreach for in-house forum activities etc.
- **Cross-functional engagements** with the Knowledge & Advocacy team and assisting with deliverables when required.

### **Qualifications & Requirements**

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

## **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 organisational and time management skills.
- Ability to work in a fast-paced environment within stipulated deadlines.

## **How to Apply**

Email with the subject line **Communications Internship** | <Your name> and send your resume, cover letter, a writing sample, and portfolio to [communications@icleisouthasia.org](mailto:communications@icleisouthasia.org), no later than **30 June 2025**.