

ICLEI - Local Governments for Sustainability, South Asia

Position: Intern for Media Documentation and working on ARISE Cities Forum 2026

Location: New Delhi, India (In-Person)

Duration: 3 months with possibility of extension

Availability: Immediate

Closing Date: Open until filled

About the role:

ICLEI South Asia is seeking a paid intern for supporting Knowledge Management, Advocacy and Communications.

Responsibilities:

Media Repository and Documentation:

- Audit, organise, and catalogue the organisation's existing media assets – including event photographs, publications, videos.
- Develop and maintain a structured, searchable media repository with clear tagging and indexing
- Draft brief summaries or metadata descriptions for archived content
- Contribute to team documentation, internal reports, and project trackers

ARISE 2026 work:

- Support stakeholder and partner coordination, outreach tracking, and follow-ups.
- Assist with communications content, branding, and forum outreach material.
- Support event planning, scheduling, logistics, and engagement documentation.

Qualifications and Requirements:

- Master's degree in Public policy, Media and Communications. Public Relations, any Social Sciences or similar courses, etc. are necessary.
- Proficiency in writing and drafting emails, reports, content.
- Prior work on either urban policy, urban climate or sustainability is preferable.
- Demonstrated ability to work both independently and as part of a team.
- Ability to present complex information in a clear and concise manner, think creatively, and work efficiently under high pressure.

Submission Details:

Interested candidates are requested to email their applications to Khushboo.nagar@iclei.org

List of documents to be attached

- Resume
- Cover Letter
- Portfolio

Please note: Only shortlisted candidates will be contacted

Contact Information

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