

JOB POSTING FOR JUNIOR COMMUNICATION OFFICER (INTERN)

Designation	JUNIOR COMMUNICATION OFFICER-INTERN
Project / Back Support	RRR-2
Location	NEW DELHI
Reports to	PROJECT MANAGER - RRR
Nature Of Employment	(For 6 months)
About The Organization	About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development & capacity building, social entrepreneurship, ICT services delivery, Information for empowerment & development (CIRCs), digital content & solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment & natural resource management, Internet rights, Knowledge products and services (Research & case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social & Behavioural Changes, Social Media for Development & Change, ICTs for regional development (North East India), Community Radio & Broadcasting solutions, ICT Academy for youth & institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at www.defindia.org
Job Description	<ol style="list-style-type: none"> 1) Telephonic communications 2) General support of online (social media) platforms; 3) Content updates on website; 4) Caption writing and information gathering for social media posts; 5) Tagging and captioning photos and videos; 6) Social media campaign planning & execution; 7) Social media research and monitoring; 8) Answering press questions by email and phone; 9) Help setting up interviews, executing interviews, reporting each interview, pitching press campaigns 10) Support during press conferences, exhibition openings, etc.; 11) Coordinating the production of promotional materials; 12) Scanning and archiving press clippings, proactive search for clippings and selecting clippings for social media; 13) Updating database with (useful media) contacts.
Desired Profile	Graduate, Writing and outreach experience, Media and awareness-raising experience, Good capacity for analysis, communication and information management, excellent communication skills, Full proficiency in spoken and written English. Ability to meet tight deadlines and work under pressure, Ability to handle large volume of work and have excellent organization skills, Excellent interpersonal skills, team worker and good listener, Good writing and social skills, Computer literacy (MS Office and social media handling)
Salary	Rs. 10,000/- per month.
To Apply	Please send your application and resume through e-mail at sanjay@defindia.net . Please mention the subject line of your e-mail as "DEF - JUNIOR COMMUNICATION OFFICER - INTERN". Only short listed applicants will be contacted. Selected candidates are supposed to join with immediate effect.
Note	INTERVIEWS WILL BE CONDUCTED AT NEW DELHI OFFICE.