

Institut Francais en Inde, New Delhi

Call for Applications

2 months Internship Opportunity at the Communications Sector

Job Description:

- Assist Scholarships function to **download files, maintain database, analyse data**
- Assist Alumni function to **update content on web pages, maintain database, contact alumni**
- **Market research** on education sector
- **Digital Marketing**

Skills and abilities:

- Excellent English (spoken and written)
- Excellent Social Media Marketing skills (Facebook, Instagram, Twitter etc)
- Proficiency in MS Excel
- Good knowledge in MS Word and Powerpoint
- Interest in conducting research
- Very task oriented
- Strong attention to detail

➤ Working hours: Monday to Friday **(09:00 am – 05:30 pm)**

Send CV and covering letter/recommendations/references to:

cka@ifindia.in

This internship provides excellent opportunity to work and learn about the Indo French Cooperations.

A certificate and a letter for recommendation will be provided at the end of the internship