

## **Intern - Communication**

### **About Us**

The IIHS is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements. IIHS is a prospective national University for Innovation focused on India's on-going urban transformation. It will address the challenges of urbanisation through an integrated programme of high quality education, research and knowledge generation, executive training, distance learning, design and advisory services, advocacy and intervention. For more information, see [www.iihs.co.in](http://www.iihs.co.in).

### **Job Description**

To support IIHS's work in academics, research projects, consulting and advisory assignments, as well as short term courses for working professionals, we are setting up a Communication and Response Programme.

We are looking for communication interns who would be required to:

- Work with various functional departments to create an IIHS data base.
- Build and support the data base, verify and populate the data fields.
- Handle various outward / inbound conversations, email and online chats.
- Support social media marketing initiatives.
- Support the marketing efforts for the Programme for Working Professionals (PWP).

### **Requirements**

We are looking for fresh graduates/post graduates with:

- Good analytical skills and a high degree of proficiency in Excel and Word
- Good communication skills, especially in written and spoken English.
- Ability to work in a team environment with strict and frequent deadlines.

The intern positions are based in Bangalore and will be compensated via an appropriate stipend. The search will remain open until the positions are filled.

### **Diversity Policy**

The IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

### **Contact**

Please send an updated resume and a cover letter addressing how you meet the above requirements to:

Human Resources ([hr@iihs.co.in](mailto:hr@iihs.co.in))

Indian Institute for Human Settlements (IIHS)

Tharangavana, D/5, 12th Cross, RMV Extension, Bangalore 560 080.

Please mention the subject of the e-mail as **Intern- Communication**.