

Habitat for Humanity India – Communications Intern Job Description

Position Name	Communications Intern
Reports to	Director – Communications
Location	Mumbai

About Habitat for Humanity:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit www.habitatindia.org

Position Purpose:

The **Communications Intern** will assist the Communications team in building and strengthening brand Habitat for Humanity. The incumbent will provide support to implement the communication plan through social media management, media relations, audio-visual communication and other internal and external communication channels.

Education/Experience/Language requirements

Education:

- Students pursuing humanities, communications, mass media, graphic design, PR, digital marketing, photography, video editing or other relevant field
- Students interested in social impact

Experience:

- Students pursuing Bachelors, Masters, IB or freshers.
- Interest in storytelling, managing projects that involve writing, photography, filmmaking and digital marketing.
- Ability to work in an extremely high-paced deadline-based environment
- Must have excellent written and verbal communication skills
- Excellent PC skills and broad knowledge of Microsoft software tools like MS Word, Excel, PowerPoint, Sharepoint, etc.

Functional Responsibilities

- Storytelling: The candidate must have a keen interest in storytelling.
- Create content for Habitat India's website and social media channels.
- Writing clear, persuasive, original copy in line with the Habitat for Humanity brand guidelines for diverse collaterals including (but not limited to) human interest stories, newsletters, emailers, brochures, catalogues, PPTs, annual reports, dossiers, print, radio and television ads, press releases.
- Editing and Proofreading: The candidate must be able to proofread impeccably and edit the copy skillfully.
- Provide able assistance in organising campaigns/events to raise awareness about Habitat India's work.
- Coordination with departments to source content
- Familiarity with various communication channels, including traditional media, online platforms, and internal communication tools
- Knowledge of current and emerging trends in digital media.
- Create Brand Guidelines awareness and training for Staff and Fellows and manage the Brand Library

Interested candidates should submit their application to recruitment@hfhindia.org

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