

Job Description

Job Title:	Content Intern	Function:	Content Support
Reports to position:	Lead-Communications and Content	Location:	BIPP, ISB, Mohali
Reportees to Position:	None	Duration:	Six months (Extendable)

Job Purpose

Bharti Institute of Public Policy (BIPP) is seeking highly motivated and enthusiastic individuals for the position of Content Intern. This internship offers an excellent opportunity for candidates interested in gaining hands-on experience in content writing centered around internal communication collaterals and content, within a dynamic and collaborative environment.

Job Outline

Bharti Institute of Public Policy (ISB BIPP) aims to lead education and research in the domain of public policy. The institute stands tall as one of India's eminent public policy think tanks engaging with eminent policy makers and providing them with critical, data-driven evidence, research, and analysis on relevant and critical concerns. As ISB BIPP continues to broaden its public policy research, we seek a Research Intern to join our team to support the institute's research initiatives.

The successful candidate will carry out the below activities:

- **Assisting in Copy Editing of Reports, Blogs, Briefs, and Presentations:** Refining content, ensuring accuracy, clarity, and adherence to academic standards. Conducting fact-checking, language editing and verification of sources to maintain credibility and integrity of publications. Proofreading and formatting documents according to established style guidelines. Coordinating with design and graphics teams to create visually appealing and informative graphics.
- **Providing Content Support:** Responding to needs as they arise, such as writing first drafts for communication collaterals, providing support in workshops, maintaining documentation, and managing correspondence.

Job Specification		
Knowledge / Education	Specific Skills	Desirable Experience
<ul style="list-style-type: none"> Recent post-graduate in English/ Journalism/ Mass Communication, Social Sciences, or any other related field 	<ul style="list-style-type: none"> Proficiency in content curation and writing, with a demonstrated ability to effectively structure and articulate ideas, concepts in reports, blogs, articles and briefs. Familiarity with academic writing conventions will be a plus. Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) Ability to work independently as well as part of a multidisciplinary team, with a proactive and flexible approach to tasks. 	<ul style="list-style-type: none"> Authored or co-authored articles, publications, blogs or other written content.

Job Interface/Relationships:	
Internal	External
<ul style="list-style-type: none"> Lead-Communications and Content Occasionally other team members 	<ul style="list-style-type: none"> N/A

Sn No	Key Responsibilities	% Time Spent

1	Assist in publication of BIPP reports, blogs, briefs, and presentations, ensuring accuracy, clarity, and adherence to academic standards.	50%
2	Support in content curation for quarterly newsletter from research initiatives of the department.	30%
3	Provide administrative support as needed, including organising meetings, maintaining project documentation, and managing correspondence.	20%

How to apply

Send your application through an email to bipp@isb.edu with subject line “**Application for Content Internship_2024**”. Attach your updated CV and a cover letter (300 words) expressing your interest for this position. Alternatively, you may fill in the following form to submit your application: <https://form.jotform.com/241712976648468>

Applications will be reviewed until the position is filled. You will be contacted only in case you are shortlisted for an interview.