



**Alliance Française De Delhi**  
**Position – Communication Intern**

**ABOUT:**

*Alliance Française de Delhi is a leading cultural and educational institution providing French Classes and dedicated to promoting the French language and culture in India. We are seeking a dynamic and skilled Communication Intern to assist our Communication Coordinator and ensure the seamless running of our facilities.*

**KEY RESPONSIBILITIES:**

- Assist the Communication Coordinator to ensure excellent media coverage of the events of AFD. Collate and prepare listings and details of all the events at AFD.
- Assist in updating Alliance Française social portals (Instagram, FB, Twitter, LinkedIn, YouTube), with all the upcoming events, both from a technical and a contents point of view, on a day-to-day basis.
- Help in to manage the processes involved in the timely production and dissemination of the AFD monthly digital newsletter within an agreed period. This would involve collation of material, designing, approvals from all the stakeholders within agreed timelines.
- To regularly update and maintain the database of the cultural section.
- Performing any other tasks as instructed by the management that might be necessary for delivery of overall work of the cultural department.

**KEY QUALIFICATIONS:**

- Bachelors in Communication/ Public Relations (PR) or related field with experience in similar capacity.
- Excellent English writing skills adapted for digital platforms.
- Knowledge of French is not mandatory but could be an asset along with any other Indian language.
- Excellent knowledge of Canva or any design tools.
- Basic knowledge of Video shooting and editing.
- Should have good knowledge of marketing platforms (MailChimp, Hootsuite, etc).
- Great knowledge of SEO principles.
- Excellent knowledge of social media sites and marketing trends.
- Eye for detail.
- Eager to learn with time management skills and capacity to meet deadlines.
- Ability to connect with different audience profiles.

- Team player.
- Clarity, organisation and flexibility of time
- Interest in French culture, education and events.

**HOW TO APPLY:**

If interested, kindly send your CV + Cover Letter at [career@afdelhi.org](mailto:career@afdelhi.org) to **04/11/2024**.

Kindly Specify subject of the message as **Application for “Communication Intern”**

For any queries: contact: [hr\\_coordinator@afdelhi.org](mailto:hr_coordinator@afdelhi.org)

**Important Dates:**

- **Time Period: 3 month**
- **Salary and Benefits: Rs. 17,000 Monthly**
- **Start Date: As soon as possible**

Thank you for your application. We will only be contacting shortlisted candidates for this position. If you do not receive any further communication from us, please consider that your application was not selected on this occasion.

