

INTERNSHIP JOB DESCRIPTION

- Position** : Content Writing Intern
- Department** : Communications department
- Work Hour** : 8 Hours

Key Responsibilities

- Write articles, blogs and social media posts highlighting organisational projects and activities
- Document field visits, events and project outcomes through reports and stories
- Assist in creating content for newsletters, presentations and awareness campaigns
- Develop impact stories, case studies and community success stories
- Support preparation of project reports and communication materials
- Conduct basic research to create informative and engaging content
- Collaborate with the design team to convert written content into engaging visual posts

Preferred Skills Include

- Basic proficiency in Google Docs, Microsoft Word, Canva and AI Writing Tool.
- Interest in social impact, development sector and community stories
- Understanding of social media writing and digital storytelling
- Good research and analytical skills
- Ability to write clear, engaging and well-structured content
- Strong attention to detail and communication skills

Benefits

Candidate will gain hands-on experience in content creation, storytelling and project documentation while working on real social impact initiatives. They will receive exposure to NGO communications, CSR projects and grassroots development work, along with an internship certificate upon successful completion.