

Call for Applications

Internship

(Communications Team)

Vidhi Centre for Legal Policy invites applications for a month-long internship in its communications team based in New Delhi. The position would involve working towards developing Vidhi's media database and digital innovations, and in initiatives related to events and programmes.

ABOUT VIDHI

The Vidhi Centre for Legal Policy ("**Vidhi**") is an independent think tank doing legal research to make better laws and improve governance for the public good. Vidhi is committed to producing legal research of the highest standard with the aim of informing public debate and contributing to improved governance. Vidhi works with Ministries of the Government of India and State Governments, as well as other public institutions, providing research and drafting support at various stages of law-making. Vidhi also conducts and freely disseminates independent research in areas of legal reform which it believes is critical to India's future.

Vidhi is an equal opportunity employer and neither practices nor tolerates any kind of discriminatory behavior.

ROLE DESCRIPTION

- Assist in creating and updating Vidhi's media database
- Assist in planning and writing newsletters, event mailers
- Collaborate with the team on new ideas and tools for communications
- Assist with social media management
- Update website with new content if required
- Any other responsibilities that may evolve with the skills of the person over time

ELIGIBILITY CRITERIA

Essential Requirements

Applicants must meet the following requirements

- Completed or working towards a college degree with demonstrated interest in public policy
- Excellent written and oral communication and interpersonal skills
- Knowledge of social media platforms and tools, Microsoft Office
- Knowledge of WordPress.

Preferable Requirements

Applicants who meet the following requirements will be preferred

- Knowledge of Photoshop/InDesign/editing software.
- Prior internship experience in a communications role.

APPLICATION PROCESS

Interested candidates should send in their applications to careers@vidhilegalpolicy.in

Internship Start Date: **First week of April 2020**

The deadline to submit applications is **30th March 2020.**

Queries may be sent only through e-mail, addressed to careers@vidhilegalpolicy.in. Only shortlisted candidates will be contacted.