Call for Application: Information & Communication Intern

Bangladesh institute of Labour Studies- BILS is seeking a highly motivated **Information & Communication Intern** to join the team. The ideal candidate will be responsible for assisting with communication activities such as Information Collection and Sharing, Content creation, social media management, and media relations. The Communication Intern will work closely with the Communication Officer to promote our organization's mission and goals.

Responsibilities:

- Assist with the creation and distribution of content across various communication channels, including social media, website, and newsletters.
- Conduct research and analysis to support the development of communication strategies and plans.
- Manage social media platforms, including creating and scheduling posts, responding to comments and messages, and monitoring engagement metrics.
- Assist with media relations activities, such as drafting press releases and coordinating media interviews.
- Support the organization of events and campaigns, including preparation of communication materials and outreach to media partners.
- Programme Photography, Videography and updating the social media platforms.
- Perform other tasks as assigned by the Information Department.

Qualifications:

- Bachelor degree/ Master's Degree in Journalism, Media Studies, or a relevant social science field.
- Strong written and verbal communication skills.
- Proficiency in English and Bengali.
- Familiarity with social media platforms and digital communication tools.
- Ability to work independently and as part of a team.
- Passion for social justice and worker rights.
- Fresh Graduated are encouraged to apply. Any relevant prior experience will have priority.
- Knowledge about Labour Rights, labour Law, Trade Union History and Situation would be added advantage.

Duration and Compensation:

- This is a full-time internship for a duration of 6 months.
- Stipend will be provided as per the organization's policy.
- Successful completion of the tenure and based on performance Intern will have opportunity to work with the organization further.

Application Process

To apply, please send your **Resume** (Not more than 2 pages) and **One page write-up** on *"Bangladesh Institute of Labour Studies- BILS"* to bils@citech.net with the subject line "**Information & Communication Intern Application**". Last date of submission: 6 April 2023.

Bangladesh institute of Labour Studies - BILS
www.bilsbd.org
facebook.com/bilsbd
twitter.com/bilsbd
youtube.com/@BILS_Official