

Communications Internship Job Description	
Designation	Intern - Tata Engage
Functional Area	Tata Sustainability Group – Community Services
Objective	<input type="checkbox"/> Provide support to TSG’s Community Services team in managing Tata Engage – Volunteering program
Major Deliverables	<p><u>Overall Tasks:</u></p> <ul style="list-style-type: none"> • Research program design for a volunteering conference and multi-city alumni meets • Prepare volunteering reports • Assist in volunteer and NGO workshops • Write content for communication collaterals • Interview volunteers and non-profits to prepare case studies of their volunteering projects • Collate feedback forms and issue certificates to the volunteers • Assist with coordinating with company contacts and agencies
Function	Tata Sustainability Group – Community Services
Reporting To	Assistant Manager – Community Services, Tata Sustainability Group
Location	Mumbai
Essential Attributes	<ul style="list-style-type: none"> • Excellent written and verbal communication, strong editing skills • Self-motivated and detail-oriented • Excellent computer skills with experience in social media and Microsoft Office • The ability to work independently and with others • Dependability, flexibility, and an ability to maintain confidentiality • The ability to work well under pressure and meet deadlines • Proficiency in Photoshop, Illustrator, or InDesign preferred • Openness to learning and growing within the internship experience
Desired Attributes	<ul style="list-style-type: none"> • Patient and flexible • Ability to deal with ambiguity
Qualification	<p>The ideal candidates will be detail oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge.</p> <p>This is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. The intern may be required to perform duties outside his/her normal responsibilities.</p>

Location & Hours	Tata Sustainability Group: 2nd Floor, Army & Navy Building, Mahatma Gandhi Road, Mumbai 400 001. Full time with 5 days a week
CTC/ Benefits	INR 30,000/- per month
Start & End Dates	Available from May with a minimum commitment of three months preferred
Additional Information	The Tata Sustainability Group (TSG) is a group level resource meant to serve Tata companies across the globe in the area of sustainability. More details available on the website www.tatasustainability.com
Job Closure Date	10-May-2017

