



Intern - Communication Systems

The Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution, and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation with its headquarters in New York City and field offices in South Africa, Tanzania, Uganda, Kenya, China, Indonesia, Brazil, Mexico, and the United States.

The Urban Works Institute (UWI) is a not-for-profit organisation registered under the Charitable Trusts Act in India. As ITDP India's network partner in India, UWI provides in-depth technical support to public agencies to implement sustainable transport initiatives and develop progressive state and national level policies and standards to scale-up the sustainable transport paradigm. UWI also engages extensively with other stakeholders to promote sustainable and equitable transport ideas.

More information about ITDP India Programme can be found at www.itdp.in.

About the Position

We are seeking an Intern to join our Communications team in Chennai. This person will work closely with the Communications & Development Manager.

Roles and responsibilities

Website Revamp

- Update the ITDP India website template (on WordPress)
- Regularly maintain the website

System Set-Up

- Identify an online portal for in-house project and task management
- Create a project management template on the identified portal
- Assist all teams to shift to this portal

Improve communication systems

- Identify and help set-up communication mediums to expand outreach of blogs
- Assist with social media outreach

Skills and Attributes

- Extensive experience in working with WordPress templates;
- Good knowledge of Illustrator, Photoshop and InDesign;
- Experience with Twitter, Facebook, and other social media platforms;
- A strong interest in online project management tools and project system design.

How to apply

The position requires a commitment of 40 hours per week and is based in Chennai.

The candidate should submit their resume to jobs.india@itdp.org.