



## INDIA CHAPTER COMMUNICATIONS INTERN

<b>Organization:</b>	The Aspen Network of Development Entrepreneurs (ANDE)
<b>City:</b>	Remote
<b>Country:</b>	India
<b>Primary Category:</b>	Internship
<b>Type of Position/Duration:</b>	Full-time – 6 months extendable to 1 year. Open to a <b>minimum</b> 3-month engagement for the right candidate

### Description and Details

#### About Aspen Network of Development Entrepreneurs (ANDE)

The Aspen Network of Development Entrepreneurs (ANDE) is a global network of organizations that propel entrepreneurship in developing economies. ANDE members provide critical financial, educational, and business support services to small and growing businesses (SGBs) based on the conviction that SGBs create jobs, stimulate long-term economic growth, and produce environmental and social benefits.

As the leading global voice of the SGB sector, ANDE believes that SGBs are a powerful, yet underleveraged tool in addressing social and environmental challenges. Since 2009, ANDE has grown into a trusted network of nearly 300 collaborative members, representing a wide range of entrepreneurship support organizations, impact investors, researchers, donors and others relevant to the Small and Growing Business sector that operate in nearly every developing economy. ANDE grows the body of knowledge, mobilizes resources, and connects the institutions that support the small business entrepreneurs who build inclusive prosperity in developing economies.

ANDE is part of the Aspen Institute, a global nonprofit organization committed to realizing a free, just, and equitable society.

ANDE is looking for an Intern for our India Chapter, based in our Bangalore office or remote. This is a full-time position budgeted at 40 hours a week, or can be a part-time position for 20 hours a week.

#### The Opportunity

This role will expose you to the small and growing business (SGB) and Impact Investing support sector in emerging markets and provide a variety of skill building opportunities including project management and communication. The individual will support the regional chapter with **(1) curating and drafting the communications plan on a daily and monthly basis for the chapter's multiple social media channels and the monthly newsletter (2) ideating and creating communication collateral (images, videos, infographics) to support chapter programs (3) drafting communications toolkits to support ANDE chapter events and programs curating and (4) supporting on operations related to communications at the chapter**

## Who are we looking for?

Each day will be different, but this role will provide exposure to a wide variety of skills and skill building opportunities, with certain skills being of priority importance.

The individual will be expected to:

- Curate, compile, and draft content for a monthly communications plan for chapter media channels (LinkedIn, Facebook, Twitter, and Instagram)
- Manage and assist with external communication for ANDE events, articles, and updates, through social media and regular newsletters
- Design visuals through Canva and be comfortable with writing captions for social media
- Support chapter communications and outreach; helping to create invites, announcements, and newsletters; and managing and updating contact lists in our Salesforce platform
- Document ANDE India's strategic sector convenings, for outreach and dissemination and ideate on ways the chapter can communicate updates
- Provide event support by managing event logistics and coordinating with participants (when needed only)
- Provide general support for our ongoing initiatives, supporting the team on other various administration, operations, and HR activities

It will also be good to have an interest and some experience in assisting in compiling knowledge offerings on the small & growing business sector in South Asia

## Details About the Role

- 6-month contract, or a minimum 3-month contract - 40 hours a week (full-time); 20 hours a week (part-time). Extendable to 1 year for the ideal candidate.
- The work is remote. Candidates based in Bengaluru can work out a schedule to work from Villgro Innovations Foundation, when deemed safe to return to office.
- Remuneration: INR 15-20 k/month for full time intern, based on the candidate's profile and experience
- Preferred start date – earliest (March 2023)

## Knowledge, Education, and Experience

The **ideal candidate** is:

- A recent graduate majoring in Communication, Journalism, Economics, Commerce, Marketing and Public Relations, International Relations, International Development Studies, Business Administration or similar;
- Creative and **detail oriented**;



- Someone who excels at organization, time management and multi-tasking with a high level of quality;
- Someone with excellent language communication and organizational skills;
- Proactive;
- Someone who has excellent interpersonal skills, energy and initiative;
- Knowledge of communication or design tools, such as Canva, social media management, media relations and events management;
- Someone with Basic Microsoft Office knowledge - Word, Excel, Power Point;
- Interested in working in the entrepreneurship and social business sector;
- Experience working with other cultures (cross-cultural communication skills) is a plus;
- Inclination and interest in conducting literature reviews to shape regional knowledge offerings is a definite plus.

### Benefits

- Experience working for a global network of organizations in the entrepreneurial and impact investment space in emerging markets.
- Great opportunity to learn operations skills that are transferable across a variety of sectors.
- An opportunity to learn and connect with ecosystem actors – including investors, accelerators, corporations and foundations, and learn about the challenges and opportunities of the sector in India.
- Opportunity to collaborate with staff and members across the globe.

### Our Values

The candidate will self-identify with or even have worked in an environment previously that aligns with ANDE's Values. At ANDE:

- We are motivated by the urgency of the global challenges we are trying to address.
- We embrace diverse experiences and perspectives.
- We value community and collaborative action.
- We leverage limited resources for maximum impact.

### How to Apply / Contact

Please submit a resume and cover letter to Saipriya at [Saipriya.salla@aspeninstitute.org](mailto:Saipriya.salla@aspeninstitute.org). Maximum two (2) pages. **Only complete applications with both resume and cover letter will be considered.**

This position is open to all applicants, irrespective of geographical location. We will prioritize applicants who are present in same/similar time zones for practical purposes. Applicants must have **all necessary permissions** to receive their **monthly remuneration in an Indian bank account.**