



Alliance Française de Delhi
Position – Communication Intern

ABOUT:

Alliance Française de Delhi is a leading cultural and educational institution providing French Classes and is dedicated to promoting the French language and culture in India. We are seeking a dynamic and skilled Communication Intern to assist our Communication Coordinator and ensure the seamless running of our facilities.

KEY RESPONSIBILITIES:

- Assist in updating Alliance Française social portals (Instagram, FB, Twitter, LinkedIn, YouTube), with all the upcoming events, both from a technical and a content point of view, on a day-to-day basis.
- Designing creatives for the promotion of courses and cultural events.
- Assist in ensuring excellent media coverage of AFD events. Collate and prepare listings and details of all events at AFD.
- Help in managing the processes involved in the timely production and dissemination of the AFD monthly digital newsletter within an agreed period. This would involve collation of material, designing, and approvals from all the stakeholders within agreed timelines.
- Performing any other tasks as instructed by the management that might be necessary for the delivery of the overall work of the organization.

KEY QUALIFICATIONS:

- Bachelor's in Communication/ Public Relations (PR) or related field with experience in a similar capacity.
- Excellent English writing skills adapted for digital platforms.
- Knowledge of French is not mandatory, but could be an asset
- Excellent knowledge of Canva or any design tools.
- Basic knowledge of Video shooting and editing.
- Should have good knowledge of marketing platforms (MailChimp, Hootsuite, etc).
- Great knowledge of SEO principles.
- Excellent knowledge of social media sites and marketing trends.
- Eye for detail.
- Eager to learn with time management skills and capacity to meet deadlines.
- Ability to connect with different audience profiles.
- Team player.
- Clarity, organisation, and flexibility of time
- Interest in French culture, education, and events.

HOW TO APPLY:

If interested, please send your CV and Cover Letter to career@afdelhi.org by 09-08-2025.

Kindly specify the subject of the message as **Application for “Communication Intern”**

For any queries: contact: hr_coordinator@afdelhi.org

Important Information:

- **Period: 3 months**
- **Onsite Internship (Remote work not acceptable)**
- **Timings: 9:30 AM to 6:00 PM / Monday to Friday**
- **Salary and Benefits: Rs. 17,000 Monthly**
- **Start Date: 01-09-2025**

Thank you for your application. We will only be contacting shortlisted candidates for this position. If you do not receive any further communication from us, please consider that your application was not selected on this occasion.