



**Job Title: Comms Intern (Full time and On Site)**

Join LIRNEasia, a dynamic and internationally recognized Think Tank, as a Comms Intern

**What we offer:**

A supportive work environment, the opportunity to learn new skills and an allowance.

**Responsibilities**

- Update LIRNEasia comms monitoring databases on a daily/weekly basis
- Create and edit social media posts, comms outputs such as infographics, video clips, etc.
- Provide logistical support for LIRNEasia events
- Assist the comms manager on project related communications campaigns
- Monitor LIRNEasia social media accounts and report on relevant metrics
- Assist with website posts and editing
- Format reports

**What you'll need:**

- Good working knowledge of social media such as X/Twitter, Instagram, Facebook, and LinkedIn
- Ability to work on Canva, Microsoft Word and Excel; ability to work on WordPress will be an advantage
- Strong written and verbal communication skills in English, any other Asian language will be an advantage
- Ability to work both independently, within a team and with short turnaround times

**To apply**

- Email [hr@lirneasia.net](mailto:hr@lirneasia.net) on or before 15<sup>th</sup> May 2024
- SUBJECT: Comms Intern
- Detailed CV (no more than three pages) with phone/email contact details of two non-related references.