

## **Job Announcement**

**POSITION: Communications Intern**

**LOCATION: 19-A FCC, Syed Maratib Ali Road, Gulberg IV, Lahore, Pakistan**

**START DATE: As soon as possible**

**POSTING DATE: 15 October 2018**

**EXPERIENCE: Master's/Bachelors in Business Administration, Economics, Social Sciences, Communications, or equivalent**

**ORGANISATION: Center for Economic Research in Pakistan**

### ***Organization***

The Center for Economic Research in Pakistan (CERP) is a non-profit research center based in Lahore with the strategic objective of informing policy and practice by filling socio-economic research gaps in Pakistan using rigorous economic research tools. CERP also facilitates an environment where the international academic community both within and outside Pakistan can work with program implementers to answer research questions that matter, bringing together academic findings, policy advice, and focused debate.

### ***Job Description and Responsibilities***

CERP is seeking a high-performing and creative Communications Intern who is responsible for providing administrative support to the team and will bring fresh ideas to the table when it comes to engaging our audiences through a variety of channels.

The individual will have the following responsibilities:

1. Promotional Material
  - a. Develop and review content for publications, including newsletters, brochures, flyers, reports etc.
  - b. Develop and review social media content and communication
  - c. Develop, review and edit print media content e.g. press release, featured articles etc.
2. Communication
  - a. Liaise and facilitate research projects and other departments in their specific content and communication requirements
3. Relationship Management
  - a. Build and maintain effective linkage with internal clients for specific communication and to overall ensure an effective organization communication in line with the communication strategy
4. Social Media
  - a. Planning and implementation of the social media strategy; know-how of social media platforms and their communication requisites

5. Event Management
  - a. Coordinate and manage internal events including picture and content coverage. Physical coverage maybe required.
6. External Relations
  - a. Suggest the best available options to complete a printing task, selecting souvenirs etc.
  - b. Build and update media lists

***Required Qualifications***

1. Excellent Communications skills (both verbal and written)
2. Well versed with social media and online platforms communication (website, blogs etc.)
3. Excellent Presentation skills
4. Proactive and strong on multitasking
5. Problem solving skills and meeting tight deadlines
6. Strong pressure management

***Preferred Qualifications***

1. Proficiency in Photoshop, Illustrator, or InDesign preferred

***How to Apply***

Interested candidates should fill out this [online form](#) and additionally submit a CV, cover letter, transcripts to **careers@cerp.org.pk** with the following subject line: “**CERP Communications Intern**”.

**Deadline for submission of applications:** Applications will be considered on a rolling basis. Only successful candidates will be contacted regarding further steps in the application process.