



**ForeTeach**

BACK TO THE BASICS

**Date – 02-04-2023**

**To – Joy Deep Saha**

**Subject – Offer Letter for the position of Community Manager Intern**

With reference to your application and your interview dated in the month of April 2023, we would like to inform you that you have been selected an Intern at the post of “**Student Community Manager**”.

### **1) Joining**

You are supposed to join us from 03-04-2023. You will be working 6 days a week, where you will be working from home. You will be required to submit a weekly report as well, which will contain the progress of the tasks at hand.

### **2) Duration**

You are a part of this Live Project for a minimum duration of 3 months starting from your date of joining. After the successful completion of this Internship, you will be awarded a letter of recommendation along with a stipend, the remuneration will be fixed for an amount of Rs1500 that you will receive after the completion of the Internship. In case of extraordinary efforts, you might receive additional incentives as well.

### **3) Job Description**

Below are the roles and responsibilities that consist of and are not limited to :-

- i. Develop and implement strategies to engage and grow our student community.
- ii. Monitor and moderate conversations in our online forums.
- iii. Create content to engage and inform our student members.
- iv. Respond to student inquiries and provide support.
- v. Analyze data to identify trends and insights.
- vi. Develop and implement strategies to increase student engagement.
- vii. Collaborate with other departments to ensure a cohesive student experience.
- viii. Stay up-to-date on industry trends and best practices
- ix. Create and manage content on a daily basis within the community.

### **4) Confidentiality**

You will appreciate that, in the course of your employment with us you may come across certain business and trade secrets, which we require to be protected. You are strictly prohibited from sharing any of the details about the organization, failing which might result in hefty fine.

### **5) Rewards**

You will be awarded with a compensation of a minimum of Rs 1500 at the end of the internship along with the Letter of Recommendation and Internship Certificate. Your work will be under constant scrutiny and if your work exceeded our expectations then you will be awarded with an additional incentive based on your work.



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**(Founder - Akshay Kumar)**