

Section	Description
School/Department Name	Trade Tower
Contact Name	Dr. Daya Shankar
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Job Profile Information	
Job Title	Content Writer Intern
Department	Trade Tower
Reporting To (Title)	Dr. Daya Shankar
Number of Positions	1
Job Summary	Briefly describe the overall purpose and responsibilities of the position (2-3 sentences).
Key Responsibilities	<ul style="list-style-type: none"> • Research and write articles, blog posts, and newsletters related to entrepreneurship, startup trends, and incubation activities. • Develop content for social media platforms to engage the community and promote the center's programs and events. • Collaborate with the marketing team to create promotional materials, press releases, and email campaigns. • Edit and proofread content to ensure accuracy, clarity, and consistency. • Assist in developing content strategies and editorial calendars.
Qualifications	Outline the required skills and experience for the position.
Education	Currently pursuing a Bachelor's or Master's degree in English, Journalism, Communications, Media Studies, or a related field.
Experience	
Skills	<ul style="list-style-type: none"> • Strong writing and editing skills with attention to detail. • Excellent research and analytical abilities. • Ability to create engaging and informative content. • Familiarity with SEO and content marketing strategies. • Proficiency in using content management systems (CMS) and social media platforms. • Good communication and collaboration skills. • Creativity and ability to generate innovative content ideas.
Certifications	
Additional Information	
Preferred Start Date	July 2024
Additional Details	The Content Writer Intern is responsible for creating engaging, informative, and high-quality content for the incubation center's various communication channels. This role involves developing content for blogs, social media, newsletters, marketing materials, and other platforms to enhance the centre's visibility and support its mission of fostering entrepreneurship. Includes coordinating with speakers and participants, managing event logistics, and ensuring smooth execution. It provides practical experience in event management and networking within the startup ecosystem.