

Job Description

Intern - Marketing and Communication

Key Responsibilities

- Creating engaging content for social media, newsletters, and other communication channels
- Managing and updating social media accounts, including scheduling posts, tracking engagement, and responding to comments
- Collaborating with the team to develop and implement promotional campaigns
- Supporting the planning and promotion of events, workshops, and outreach programs through digital and offline channels
- Conducting research on market trends, audience preferences, and competitor strategies
- Tracking and reporting on the effectiveness of marketing campaigns and communication efforts, providing insights for improvement

Skills

- Excellent written and verbal communication
- Attention to detail
- Ability to work independently and communicate well with external stakeholders
- Highly self-motivated
- Ability to learn quickly and be flexible in a dynamic environment
- Advanced user of Canva, MS Word / Google Docs and MS Excel / Google Sheets

Education

- Graduate or students graduating in 2025

Please email your CV to careers@katha.org with “Intern – Marketing and Communication” as the subject.