



SOCIAL & POLITICAL  
RESEARCH FOUNDATION

Dialogues For Better Democracy

# CALL FOR APPLICATIONS

## EDITORIAL AND COMMUNICATIONS INTERN

**About SPRF:** We are a youth-centric policy think tank focused on social and political research aiming to bring a dispassionate, objective view of public policy. Headquartered in New Delhi, India we work through our research, outreach, and events, to deliberate and discuss the idea of an India where public policy is strengthened by fact and not steered by opinion.

Our guiding vision is to create and curate new narratives in the democratic space, providing evidence-based solutions in the social and political space. Anchored in the ideas that emerged post-independence by the greatest minds of the time, we work to ensure that public policy understanding resonates with the largest youth demographic in India.

We aim, through our work, to help steer discourse in a way that reflects changing times and developments.

**About this Internship:** SPRF is looking for an editorial and communications intern with past experience in editing/proofreading, social media management, research, and writing. You should be comfortable with thinking on your feet and have the ability to meet strict deadlines. You should be comfortable working with academics, lawyers, data scientists, policy professionals and creatives alike.

**Title:** Editorial and Communications Intern

### Key Responsibilities:

- Provide editorial, proofreading and fact-checking support to the editor on research and media outputs.
- Provide technical support on communications, outreach and research publications.
- Support the development and design of our digital, web and print marketing materials.
- Utilise online metric tools to report on statistics for our website, social media accounts, email campaigns and online advertisements.
- Manage the SPRF community on our social media platforms.
- Support the programming and development of SPRF events and other outreach, including - social media outputs, research publications, press releases and branding materials.

### Desired Qualifications and Skills

- Undergraduate Students who are presently in their second year or above; students between an Undergraduate and Postgraduate Degree or students presently pursuing a Post Graduate Degree.
- Degree in Journalism, Mass Communication or a similar field.
- Understanding of academic writing and editing, including proofreading, fact-checking, and referencing.
- Previous experience with editing/copyediting/proofreading (even college-level) is a plus.
- Previous experience with Social Media Management and Content Writing.
- Fluency in English (written and verbal) and at least one other Indian language.
- Ability to establish priorities, multitask, and work within tight timelines.
- Strong written and communication skills and an eye for detail.
- Proficiency in using design tools like Canva and Infogram; Social Media sites like Facebook, Twitter and Instagram as well as Excel, Word and other tools.
- Ability to work in a start-up environment.
- Dynamic, flexible, reliable, pro-active, creative and results-oriented.



SOCIAL & POLITICAL  
RESEARCH FOUNDATION

Dialogues For Better Democracy

**The position is based in New Delhi, India, but presently, candidates are expected to work remotely. This is a paid internship.**

**Application Process:** Please send a copy of your CV (max. two pages) and a recent writing sample (max 2000 words) to [recruitment@sprf.in](mailto:recruitment@sprf.in). An editorial sample (a piece edited with Tracked Changes) is preferred along with the application, though not compulsory.

**Subject Line should mention “Application for Editorial and Communications Intern”.**

For Additional Information: Please write to [michelle@sprf.in](mailto:michelle@sprf.in)

Due to the volume received, only shortlisted candidates will be contacted. We will not be able to respond to emails or phone calls regarding the status of your application.

Note: We appreciate attention to detail, so kindly adhere to the above guidelines when preparing your applications.