



Role: IYC Communications and Events Intern

Position Overview

We are seeking a motivated and dynamic Communications and Events Intern to assist in the planning, implementation, and coordination of activities and events as part of NCEL's observation of the International Year of Cooperatives. This role offers a unique opportunity to gain hands-on experience in event management, content creation, stakeholder engagement, and communications strategy within a cooperative sector setting. The intern will work closely with the communications and events team to support initiatives that promote the values and impact of cooperatives, strengthen outreach efforts, and ensure seamless execution of events related to the International Year of Cooperatives.

Key Responsibilities

Event Planning and Coordination:

- Support the development and execution of cooperative sector events, seminars, workshops, and networking sessions.
- Assist in venue selection, logistics, and scheduling to ensure smooth event operations.
- Coordinate vendor relationships, including catering, printing, and technical support for event-related activities.
- Help with attendee registration, invitations, and coordination of dignitaries, guest speakers and panellists.

Communications and Content Creation:

- Assist in drafting engaging content for social media, newsletters, press releases, and website updates to promote events and cooperative initiatives.
- Assist in developing promotional materials, presentations, and infographics highlighting cooperative success stories.
- Maintain a calendar of communications deliverables, ensuring timely dissemination of key messages to internal and external audiences.

Stakeholder Engagement and Outreach:

- Support liaison efforts with partner organisations, cooperatives, and government entities involved in International Year of Cooperatives activities.
- Assist in developing outreach strategies to increase event participation and stakeholder involvement.
- Gather feedback and compile reports on participant engagement, event effectiveness, and overall impact.

Administrative and Research Support:

- Conduct research on cooperative best practices, global trends, and relevant policy updates to inform event content and communication strategies.
- Maintain records, databases, and correspondence related to event planning and communication initiatives.



- Support post-event evaluation, including surveys, impact assessments, and documentation of key learnings.

Qualifications and Requirements:

- Currently pursuing or recently completed a degree in Cooperative Management, Communications, Public Relations, Marketing, Event Management, or a related field.
- Strong written and verbal communication skills, with the ability to craft compelling content for diverse audiences in Hindi and English. Demonstrable proficiency in additional languages will be given preference.
- Highly organised with strong attention to detail and the ability to multitask in a fast-paced environment.
- Experience with social media platforms, graphic design tools, and basic content creation software is a plus.
- Passion for cooperatives, sustainability, and community empowerment.
- Self-motivated with the ability to work collaboratively as part of a team and independently on assigned tasks.

Internship Benefits:

- Exposure to the cooperative sector and opportunities to engage with industry leaders.
- Hands-on experience in event planning, marketing, and stakeholder engagement.
- Professional development and mentorship within a fast-growing national-level cooperative federation.
- Opportunity to contribute to high-impact initiatives supporting cooperative growth.

Internship Format:

Hours: 10 hours a week

Work Mode: Hybrid

Duration: 3 months (with possibility of extension depending on performance review)

Stipend: Rs. 10,000 per month

This internship is a valuable stepping stone for individuals looking to enhance their communications and event planning expertise while actively contributing to the cooperative movement during the International Year of Cooperatives.

Deadline to apply: 25th June 2025

How to apply: Please apply using this form only <https://forms.gle/DpJEtezWWGfTkNpe8>