

Job Role	The position would be Internship in ERTF (Economic Research and Training Foundation)
No. of Positions	1
Designation	Intern
Responsibilities	<ul style="list-style-type: none"> • Collect and collate relevant data from designated sources • Research on decided subject matter • Help create database of contributors to ERTF blogs on various pre-decided topics of economic relevance • Connect with / Follow up with blog writers / contributors as and when needed • Track and update the status of blog contributions and consolidate them • Training programs: help create a database of potential participants relevant to the topic; prepare and implement a marketing plan; draft relevant circulars; follow up with faculty and participants; render administrative assistance during the event; conduct post-event survey; • Maintain records of all activities, both physical and digital • Any other ERTF-related work that may be assigned
Desired Skills	<ul style="list-style-type: none"> • Desire to work, Learn on the job and add value to the activities of the enterprise
Education	Looking for smart undergraduates with a keen desire to work, 'learn on the job' and add value to the activities of the enterprise
Salary	Compensation will be as discussed by the parties
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