

Research Internship Opportunity

Job Title: Research Intern

Internship Type: Paid (Stipend)

Objective of the Internship: To provide specific assistance, extensive research, and content documentation for Mumbai First missions and data analysis of relevant reports in the domain.

Key Responsibilities:

- Conducting secondary research and analysis of various topics/sectors as per project activities of Mumbai First
- Documenting research notes as per requirements across sectors like city governance, environment action, mobility, climate action, etc.
- Staying updated and tracking news about developments specific to Mumbai city, its policies, governance & development
- Working and assisting in compiling / transcribing draft reports for Mumbai First events/ workshops and programs.
- Working on social media content and promotion for our digital platforms and communications team.
- Providing content for daily social media posts, based on updates on above mentioned areas of city's governance.
- Document and save all your work during the internship period to be handed over on completion of your intern

Internship Overview – The intern will work closely with the team and when required with collaborator organisations in conducting primary & secondary research through qualitative & quantitative methods. The internship has an availability of flexible working hours.

Requirements:

- Must be a graduate or pursuing a post-graduation in any discipline with a keen interest in the areas of Environment/ Sustainability/ Urban Development.
- Excellent spoken and written English skills (Advanced level).
- Basic to intermediate-level spoken Hindi and Marathi.
- Detail-oriented with good research and analytical skills.
- Ability to work independently and collaboratively in a team environment.
- Must have working skills with Ms. Office(Ms. Word, Excel & PowerPoint)

Duration:

- The minimum duration of the internship is 3 months with stipulated hours per day, which can be pursued along with coursework.
- Interested candidates can send their resumes to info@mumbaifirst.org