



Internship Opportunity at Mumbai First

Role: Fellow – Program Coordination & Operations

Location: Mumbai

Duration: 12 months (Extendable based on performance and project requirements)

Start Date: Immediate

Role Overview

Mumbai First is looking for a dynamic and motivated Program Coordination & Operations fellow to support the planning and execution of the **BRICS Urban Forum 2026**, being organised in collaboration with the Government of Maharashtra and the Government of India. The Fellow will work closely with the Mumbai First team, government departments, consultants, partners, vendors, and stakeholders across all verticals of the Forum. The role requires strong ownership, coordination ability, stakeholder management, problem-solving skills, and the ability to manage multiple workstreams simultaneously in a fast-paced environment.

Key responsibilities

1. Secretariat & Internal Coordination

- Maintain and manage the master tracker for all Forum activities.
- Coordinate weekly review meetings with the core organising committee.
- Track timelines, deliverables, approvals, and follow-ups across all teams.
- Prepare meeting agendas, MOMs, status reports, and presentations.

2. Government Coordination

- Coordinate with the Government departments, municipal corporations, and other public institutions.
- Draft official letters, concept notes, briefing documents, and follow-up communication.
- Track government approvals related to venue, permissions, protocol, and participation.
- Coordinate meetings with Ministers, senior bureaucrats, city officials, and institutional representatives.

3. Sponsorship & Partnerships

- Support sponsor outreach, meetings, and follow-ups.



- Maintain sponsor and partner databases and tracking systems.

4. PR, Media & Communication

- Coordinate with PR agencies, media partners, designers, and communication consultants.
- Support the development of communication plans, press releases, invitations, and promotional material.
- Coordinate website development and social media outreach.
- Track branding, signage, delegate kits, and communication deliverables.

5. Event Management & Operations

- Track stage setup, branding, AV systems, livestreaming, interpretation systems, and registration setup.
- Coordinate rehearsals, dry runs, operational reviews, and control room activities.
- Ensure venue readiness and smooth execution during the event days.

6. Delegate Management & Hospitality

- Coordinate with Indian cities, BRICS delegations, consulates, and institutional participants.
- Track invitations, RSVPs, travel details, hotel allocations, and transport schedules.
- Coordinate hospitality arrangements, airport transfers, registration desks, and VIP movement.
- Maintain delegate databases and participation trackers.

7. Cultural Program Coordination

- Support planning and execution of the cultural evening and related activities.
- Coordinate rehearsals, backstage management, and artist logistics.

8. Research & Documentation

- Support the preparation of background notes, reports, presentations, and knowledge material.
- Conduct research related to urban development, climate resilience, sustainability, governance, and BRICS city collaboration.
- Assist in post-event documentation and reporting.



Eligibility & Requirements

- Master's degree in Public Policy, Urban Studies, Governance, International Relations, Management, Communication, Social Sciences, Event Management, or related disciplines.
- Minimum 1 year of professional experience in policy, events, communications, stakeholder engagement, consulting, research, or coordination roles is preferred.
- Excellent written and verbal communication skills.
- Strong coordination, stakeholder management, and follow-up abilities.
- Proficiency in MS Office, Google Sheets, PowerPoint, and documentation/reporting.
- Ability to multitask and work under tight timelines.
- Strong professional attitude, ownership, and attention to detail.
- Candidates based in Mumbai
- Willingness to work extended hours during the lead-up and execution phase of the Forum.

What the Fellow Will Gain

- Direct exposure to high-level government and international stakeholder engagement
- Hands-on experience in planning and executing a large-scale international forum
- Opportunity to work closely with policymakers, diplomats, industry leaders, and urban experts
- Experience in event strategy, coordination, communication, and operations management
- Exposure to urban policy, sustainability, governance, and international collaboration frameworks

Application Process

Interested candidates may apply by emailing the following documents to sejal@mumbaifirst.org

- Updated CV/Resume
- Statement of Purpose (maximum 300 words) explaining your interest in the fellowship
- 1–2 relevant work samples (presentations, reports, proposals, communication material, research work, event portfolios, etc.)

Application Deadline: 20th May 2026