

Call for Communication Assistant/Intern

About [SANEM](#):

The South Asian Network for Economic Modeling (SANEM), established in 2007, is a leading think tank in Bangladesh dedicated to promoting economic growth, social equity, and sustainability in South Asia. It works on a wide range of economic and development issues through rigorous research, policy advocacy, and capacity-building programs.

Position: Communication Assistant/Intern

Location: Flat K-5, House 1/B, Road 35, Gulshan 2, Dhaka 1212

Deadline for Application: 5 November 2025

Key Responsibilities:

As a Communication Assistant/Intern at SANEM, you will assist the team in creating content for social media platforms and websites and helping design knowledge products. Your primary tasks will include:

- 1. Social Media Content Design:** Assist in developing engaging social media content (e.g., postcard, infographics, reels) for platforms such as Facebook, Twitter, LinkedIn, and Instagram.
- 2. Design of Knowledge Products:** Support the team in designing reports, policy papers, briefs, and other knowledge products with a focus on visual appeal and clarity. Assist in producing infographics, charts, and other visual content to simplify complex research findings.
- 3. Content Creation & Editing:** Assist in drafting content for blog posts, newsletters, and other communication materials.
- 4. Other Communication Support:** Assist in event promotions and public relations activities. Support the team with ad-hoc communication tasks as needed.

Qualifications:

- 1. For Communication Assistant:** Bachelor's degree in communications, Journalism, Media Studies, Economics, English, or a related field. **For Communication Intern:** Currently enrolled in a bachelor's program in Communications, Journalism, Media Studies, Economics, English, or a related field.
- 2.** Familiarity with social media platforms and content management tools.
- 3.** Proficiency in graphic design and video editing software (e.g., Canva, Adobe Illustrator, CapCut, Figma).

4. Strong writing, editing, and proofreading skills.
5. Basic understanding of economic and policy-related topics.
6. Attention to detail, creativity, and ability to work both independently and in a team environment.
7. Strong organizational skills and ability to manage multiple tasks effectively.

What to Submit:

Please submit your updated CV along with a brief cover letter (maximum 1 page) explaining your interest in the position and any relevant experience. Additionally, please include samples of any work related to content creation, graphic design, or communications (e.g., social media posts, reports, design projects).

Application:

Please click the [link](#) to apply.