

Requirement for Interns – Document Designing (FY 2024-25)

As part of the Annual Action Plan deliverables, both domains have developed process documents, case studies, and documentation of various business models from Kerala and partner states. To publish these documents, we require skilled personnel to design them.

We propose engaging **two interns**, one for the **Enterprise Domain** and one for **PRI-CBO Convergence**. These interns will work closely with the concerned Thematic Anchors at the Kudumbashree National Resource Organisation head office. Their responsibilities will include finalising various design aspects such as fonts, color palettes, and themes and preparing the documents in a print-ready format.

Internship Details

1. Educational Background:

- Pursuing or completed a degree/diploma in **Graphic Design, Visual Communication, Fine Arts**, or a related field.
- Candidates in **Mass Communication, Media Studies, or Digital Marketing** who have design skills may also be considered.

2. Technical Skills:

- Proficiency in **Adobe InDesign, Illustrator, Photoshop, or Canva**.
- Basic understanding of **typography, layout, and color theory**.
- Familiarity with **PDF formatting and print-ready document preparation**.

3. Other Requirements:

- Attention to detail for **proofreading and formatting**.
- Ability to follow **brand guidelines** and ensure design consistency.
- Good **time management** skills and ability to meet deadlines.
- Prior experience in document designing (internship, freelance, or academic projects) is a plus.

Internship Duration & Stipend

- The assignment will be for **one month**
- A stipend of **Rs.10,000** will be provided upon submission of all deliverables.

Accepted Deliverables

Domain- Enterprises		
Sl.No.	Documents	Number
1	Business Models	14
2	Kerala- Case Studies	16
3	Mizoram Case Studies	25
4	UP & Telangana – Case studies	40

5	Enterprise case studies	9
6.	Case studies developed by Mentors from different states (PRI CBO Convergence)	22
7.	Mizoram Booklet – Pilot Intervention documentation	1
8.	Departmental Convergence Booklet designing and Proofreading.	1
9.	Brand book designing support	1

The interested candidates can send their CVs, motivation letters, and sample work to ksnrointern@gmail.com and knowledgemanagement@kudumbashreenro.org

The application can be acceptable till the 12th of March 2025 by 5.00 pm .

Please note that the shortlisted candidates will be contacted directly and the internship will commence immediately after the selection process.