



Terms of Reference

Communications Intern

ORGANISATION: Arutha is a Colombo-based policy think tank focused on economic research and communication with a special focus on public finance. Arutha does pioneering work in “Economic Civic Education” which supports increasing economic literacy among Sri Lankans. The mission of Arutha is to be the next generation public policy and economics think tank in Sri Lanka that is trusted by policy makers, the media, civil society and the general public for nonpartisan, accurate information and research.

JOB DESCRIPTION: The intern is responsible for providing comprehensive support in various communications and programme activities to contribute to the successful execution of the organisation's goals and projects. They will support the Communications Specialist and other staff members on growing and maintaining an active, engaging social media presence, and producing high-quality video content from research outputs, events, and interviews.

RESPONSIBILITIES:

Video Editing Support:

- Produce short, shareable video content that summarises key research and publication findings.
- Edit raw footage from events, interviews and other discussions into short-form videos.

Social Media Support:

- Support the scheduling and publishing of content across Arutha’s social media platforms (Facebook, X, LinkedIn, Instagram and TikTok).
- Support the design of content (infographics, posts, and carousels) for social media (using tools such as Canva) for reports and events.
- Support updating and maintaining the monthly content calendar.
- Assist the Communications Specialist with monitoring platform performance.
- Assist with community management - monitoring comments/messages and flagging items for response.

General Communications Support:

- Assist in drafting newsletters and other communications material as required.
- Assist in maintaining and updating Arutha's website content as required.
- Provide logistical and content support for events, webinars, and launches.
- Assist in updating and maintaining the media tracker.
- Perform other communications-related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

Education: Undergraduate student pursuing a degree in Media, Communications, Public Policy, Marketing, Journalism or a related field.



Experience: No previous work experience is required but relevant internships will be an advantage.

Skills: Canva, CapCut (or any other video editing tools)

As new organisation, Arutha is seeking individuals who embody a solution-oriented attitude and approach challenges with a proactive mindset. They will also contribute towards the institution-building process of the organisation. The intern will not only have to excel in their specific roles but also actively engage in shaping and strengthening the overall foundation and culture of Arutha.

REPORTING: The intern will report to the Communications Specialist.

TO APPLY: Please email your CV and a letter of interest to communications@arutharesearch.org.

Subject

line:

Application – Communications Intern – [Your Full Name]

- CV: maximum 2 pages [*File Naming - CV: [Your Full Name] – CV.pdf*]
- Letter of interest: maximum 1 page [*File Naming - Letter of interest: [Your Full Name] – Letter of Interest.pdf*]

File format: PDF only (no Word docs), to preserve formatting across devices and systems.

In the body of the email, please include:

- Your availability / earliest possible start date

Deadline: Applications must be received by **1 September 2026**.

Note: Only shortlisted candidates will be contacted.

Arutha is an equal opportunities employer. We do not discriminate in employment based on ethnicity, religion, gender identity, sexual orientation, language, national origin, political affiliation, disability, age, marital status, medical history, or parental status. We base all our employment decisions on merit, job requirements and organisational needs.