



COMMERCE AND MANAGEMENT ASSOCIATION OF INDIA

Nurturing Leadership Excellence

29-Aug-24

Job Description

Position: Intern

Organization: Commerce and Management Association of India **Website:** <https://cmaoi.org>

Location: Remote/Delhi

Duration: 2-3 months (with the possibility of extension)

About CMAOI Association:

The Commerce and Management Association of India (CMAOI) is a premier organization dedicated to advancing education, research, and professional development in the fields of commerce and management. We organize Workshops, Faculty Development Programs (FDPs), and Conferences to enhance the skills and knowledge of educators and professionals across India. Our efforts have been widely recognized, with coverage in prestigious publications like FORBES magazine in the Independence Day special edition.

Key Responsibilities:

1. Awareness Creation:

- Utilize emails, phone calls, and social media to create awareness about the activities, initiatives, and achievements of the CMAOI Association.
- Communicate effectively with professors, educators, and students to inform them about upcoming Workshops, FDPs, and Conferences.
- Promote the benefits of becoming a member of the CMAOI Association, encouraging increased membership and engagement.

2. Event Promotion:

- Assist in planning and executing promotional strategies for upcoming events to ensure maximum participation.
- Develop creative ideas and suggestions for Workshops, Conferences, and FDPs to enhance their effectiveness and reach.
- Support in crafting marketing materials and content to highlight the impact and success stories of past events.

3. Membership Development:

- Identify and connect with potential members to expand the association's network within the commerce and management community.

- Provide information and respond to queries from prospective members, guiding them on the benefits and process of joining CMAOI.
4. **Feedback and Reporting:**
- Collect and analyze feedback from members and event participants to understand their needs and preferences.
 - Prepare reports on outreach efforts, membership growth, and event participation, suggesting areas for improvement.
5. **Collaboration and Coordination:**
- Work closely with the CMAOI team to support various initiatives and projects.
 - Coordinate with other interns and volunteers to ensure smooth execution of tasks and activities.

Additional Roles and Responsibilities:

- **Content Creation:** Develop content for newsletters, blog posts, and social media to engage the audience and promote the association's activities.
- **Market Research:** Conduct research on current trends in commerce and management education and suggest new topics and themes for future events.
- **Event Management:** Assist in organizing and managing events, including logistics, speaker coordination, and participant engagement.
- **Data Management:** Maintain and update contact databases, ensuring accurate and up-to-date records of members and event participants.

Qualifications and Skills:

- Currently pursuing a degree in Commerce, Management, Marketing, or a related field.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite and social media platforms.
- Enthusiastic about learning and contributing to the field of commerce and management education.

Benefits:

- Opportunity to work with a reputed association and gain hands-on experience in marketing, outreach, and event management.
- Exposure to a network of professionals and educators in the field of commerce and management.
- Certificate of Internship and Letter of Recommendation based on performance.
- Possibility of extended engagement with the association for exceptional performers.

- Stipend up to Rs 5000/- for the complete duration of the internship (Stipend may be given to some interns based on their performance)

Note: Interested candidates are required to send their resume to support@cmaoi.org