

## Summer intern

The summer internship is one of our most flexible positions that allows one to engage with various aspects of the NGO and holistically understand the various programs and the behind the scenes work. We recommend a minimum time span of 6 weeks, however, prefer applications for 8 weeks or more.

Timeframe: May-Sep

Location: Main office

## Responsibilities

Each intern is required to choose atleast two responsibilities (one from each of the categories; maximum of three) from the following options:

### Support program operations

- Neev- conduct life skills' training and academic workshops for under privileged children and help develop curricula and teaching learning materials that can be used through the rest of the year. We are currently in the process of converting the sites into educational centres that run all day and would appreciate support in curating video based educational materials.
- Saral Kadam- create educational material (we will be creating resources materials for two new subjects; Gujarati and Science), conduct teacher training to help teachers use the materials and conduct daily classes using the materials in atleast one government school.
- CompletEd- run workshops for students, support the students in their social action projects and help with planning the set up of the exhibition for their final presentations. Additionally, you could also help compile online materials pertaining to the chosen social issue or/and help interview other local changemakers.

### Support managerial aspects

- PR- help develop a promotional video, help build a stronger social media presence, conduct a series of interviews with past and current volunteers and people that we work with.
- Fundraising and grantwriting- we are in the process of setting up a couple of large scale projects (in five years we aim to scale the Saral Kadam intervention to nearly 2000 schools and setting up community educational centres in 50 slums. Additionally we are currently weighing two different options of a) adopting of 700 government early childhood education centers or b) setting up TIDE schools).

## Qualifications

This program is for current undergraduate students, post-graduate students, pass-outs and working professionals to be able to help society.

- a) have completed first semester at university

- 
- b) Should possess strong communication (written and oral), time management and leadership skills.
  - c) Prior volunteering experience although not required is preferred