

Intern, Development
Location - New Delhi
Duration - 1 month (May 2017 - June 2017)
Working Hours - 6 to 8 hours/day - 5 days/week
joinus@simpleeducationfoundation.org



Organization Overview:

Simple Education Foundation (SEF) is a not for profit organization based out of Delhi. SEF was started by two Teach For India alumni in 2014 with a vision to create equal opportunities for quality education in India. Our mission is to transform public schools as centres of excellence in learning & teaching, where every stakeholder is nurtured and can redefine their own growth. Our team is spread across three states in India, working on diverse projects with a collective vision of education equity.

Role Overview:

We're a dynamic young team of engineers, teachers, storytellers and dreamers alike. We're looking for someone who is interested in building a sustainable organisation. The intern will get a chance to work directly on designing multiple digital communication tools, structures and processes that showcase the organization's work and help in raising funds. The Intern will be reporting to our Partnership Team.

What you can do:

- Build and manage database of funders, CSR opportunities & grant applications
- Research and help with documentation of impact/evaluation reports
- Manage all media and organize them for easy accessibility
- Design effective communication tools that will engage our partners and supporters

Knowledge, Skills and Abilities:***Must have:***

- Excellent Verbal & Written Communication Skills
- Strong interest in fundraising and building partnerships
- Creative, loves to ideate on their feet & has a bent for thinking out of the box.
- Able to take initiative & can work independently.
- Well organized and disciplined.
- Proficiency in MS Office (MS Word, Excel, Power Point)
- Proficiency in Google applications & using various social media platforms.

Good to have:

- Previous knowledge of designing fundraising collaterals or fundraising
- A sense of humor and the habit of carrying dabbas from home

Basic Qualification:

A completed or ongoing bachelor's degree (specialization in Mass Communications, Journalism, Economics, English Literature or Sociology preferred)

This is an unpaid position. Interns will receive a completion certificate and a letter of recommendation from their reporting supervisor.

If this sounds like your dream summer opportunity, then write to us at joinus@simpleeducationfoundation.org with the following subject line.
<Application for Intern, Development - Name>