



**Bharati College**  
(University of Delhi)



**OPUS**  
TRAINING & PLACEMENT CELL



## Internship Opportunity

Organization:	Suvidha Foundation ( <a href="https://suvidhafoundationedutech.org/">https://suvidhafoundationedutech.org/</a> )
Profiles:	<ul style="list-style-type: none"><li>● Fundraising Intern</li><li>● Social Media Marketing Intern</li><li>● Business Development Associate Intern</li><li>● HR Intern</li><li>● Digital Marketing Intern</li><li>● Web Development Intern</li><li>● Public Relationship Intern</li></ul> <p><i>Selected Intern of all the profiles has to do a mandatory task of Fundraising activity</i></p>
Eligibility:	All years across all courses
Stipend:	Refer to JD
Working mode and Hours:	WFH (Work From Home) and Flexible Hours
Office Location:	Khaperkheda, Soaner, Nagpur
Joining Date:	Notified after selection
Duration:	Refer to JD
Selection Procedure:	Online Interview- Three Rounds
Registration Link:	<a href="https://forms.gle/v83YY8mw36njLUBUA">https://forms.gle/v83YY8mw36njLUBUA</a>
Last Date for Application:	16 <sup>th</sup> February, 2024, 5:00 pm

# JOB DESCRIPTION (JD)

## **Fundraising Intern**

**Location:** Work From home

**Stipend:** Rs 0 – Rs 5000 (Depends upon performance)

**Duration:** 1 Month

### **Key Responsibilities:**

- Conduct research to identify potential individual and institutional donors.
- Draft emails, letters, and other communications to donors, expressing gratitude and providing updates on organizational activities.
- Collaborate with the events team to plan and execute fundraising events, both virtual and in-person.
- Support the creation and execution of online fundraising campaigns.
- Help generate reports for the fundraising team and organizational leadership.
- Provide administrative support to the fundraising team, including organizing documents, scheduling meetings, and maintaining records.
- Support in maintaining relationships with existing donors through regular communication and updates

### **Benefits:**

- Stipend on achieving the objectives.
- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Gaining practical experience in Fundraising from an NGO.

## **Human Resource Intern**

**Location:** Work From home

**Stipend:** Unpaid

**Duration:** 2 Months

### **Key Responsibilities:**

- Assist in the recruitment process by posting job openings, reviewing resumes, and coordinating interviews.
- Support the onboarding process for new employees, including the preparation of orientation materials and conducting orientation sessions.
- Collaborate with HR team members to address employee inquiries and concerns.
- Assist in maintaining employee records and documentation.
- Contribute to the development and delivery of training programs.
- Assist in tracking employee training and development activities.
- Support the implementation and communication of HR policies and procedures.

### **Benefits:**

- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.

## **Social Media Marketing Intern**

**Location:** Work From home

**Stipend:** Unpaid

**Duration:** 1 Month

### **Key Responsibilities:**

- Assist in the management of social media accounts (e.g., Facebook, Twitter, Instagram, LinkedIn). Monitor and respond to comments and messages.
- Develop visually appealing and shareable content, including graphics, videos, and written content.
- Stay informed about current trends and adapt content accordingly.
- Track and analyze the performance of social media campaigns.
- Foster and engage with the online community.
- Identify and connect with influencers, partners, and stakeholders.
- Help the NGO with Fundraising tasks.

### **Benefits:**

- Certificate of Completion on successful completion of the internship.

- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.

### **Business Development Associate Intern**

**Location:** Work From home

**Stipend:** Rs 0 – Rs 2000(Depends upon performance)

**Duration:** 1 Month

**Key Responsibilities:**

- Conduct research on the education sector, industry trends, and competitor analysis.
- Analyze market data to identify potential opportunities for business development.
- Assist in identifying and qualifying potential clients, partners, and stakeholders.
- Use various channels, including online research and networking, to generate leads.
- Assist in creating proposals and presentations for potential collaborations.
- Build and maintain a database of contacts and leads.
- Collaborate with the sales team to support the development of sales materials and presentations.

**Benefits:**

- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.

### **Digital Marketing Intern**

**Location:** Work From Home

**Stipend:** Unpaid

**Duration:** 1 Month

**Key Responsibilities:**

- Assisting in the development and execution of digital marketing campaigns across various platforms such as social media, email, search engine optimization (SEO), pay-per-click (PPC) advertising, etc.
- Conducting market research to identify target audience, competitors, and industry trends to optimize marketing efforts.
- Creating and curating engaging content for social media channels, website, blogs, and other online platforms.
- Monitoring and analyzing key performance indicators (KPIs) to measure the success of marketing campaigns and making data driven recommendations for improvements.
- Assisting in the management of social media accounts by scheduling posts, responding to comments/messages, and engaging with followers.
- Collaborating with the design team to create visually appealing graphics, videos, and other multimedia content for marketing materials.
- Assisting in the implementation of SEO strategies to improve website visibility and organic search rankings.
- Supporting email marketing campaigns by creating and optimizing email templates, managing subscriber lists, and analyzing campaign performance.
- Assisting in the planning and execution of online events, webinars, or digital conferences.
- Staying up-to-date with the latest digital marketing trends, tools, and best practices to contribute fresh ideas and innovative strategies.

**Benefits:**

- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.

### **Web Development Intern**

**Location:** Work From Home

**Stipend:** Unpaid

**Duration:** 1 Month

#### **Key Responsibilities:**

- Development and maintenance of websites and web applications.
- Brainstorming and innovative web solutions.
- Planning, Designing, Coding, Testing & Deployment.
- Learning and applying Web Development Principles.
- Database Management.
- Research on new technologies and tools.
- Troubleshooting, Debugging and Documentation.

#### **Benefits:**

- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.

### **Public Relationship Intern**

**Location:** Work From Home

**Stipend:** Rs 0 – Rs 5000 (Depends upon performance)

**Duration:** 1 Month

#### **Key Responsibilities:**

- Implement innovative strategies to enhance the public image and awareness of Suvidha Foundation.
- Foster and maintain collaborative relationships with potential donors, corporate partners, and other relevant organizations.
- Create and disseminate compelling content, including press releases, social media posts, and newsletters, to communicate the impact and mission of Suvidha Foundation.
- Identify and pursue potential funding opportunities through sponsorships, grants, and other fundraising initiatives.
- Engage in effective communication with existing and potential supporters to cultivate lasting relationships and encourage long-term engagement.
- Coordinate and participate in virtual fundraising events, campaigns, and other activities aimed at generating financial support for Suvidha Foundation.
- Provide regular progress reports and updates on fundraising activities, highlighting achievements, challenges, and proposed strategies for meeting targets.

#### **Benefits:**

- Certificate of Completion on successful completion of the internship.
- Letter of Recommendation to high-performing candidates.
- Networking opportunities within the sector.
- Hands-on experience in the field.
- Work from home, which means you get flexible hours.