



**Bharati College**  
(University of Delhi)



**OPUS**  
TRAINING AND PLACEMENT CELL

## **Internship Opportunity**



**Organization:** Pehchan- The Street School (<https://pehchaanstreetschool.org> )

**Profiles:**

- Teaching Intern
- Human Resource
- Social Media
- Content Writer
- Campus Ambassador
- Project Management
- Psychology
- Fundraising
- Public Relations
- Graphic Designer

**Eligibility:** Students across All Courses and Year

**Joining Date:** Immediately

**Stipend:** Refer to JD

**Responsibility:** Refer to JD

**Selection Procedure:**

- CV Shortlisting
- Personal Interview

**Registration Link:** <https://linktr.ee/opustpc>

**Last Date for Application:** 6<sup>th</sup> March 2024, 11:00 pm



# TEACHING

PEHCHAAN THE STREET SCHOOL IS SEEKING DEDICATED AND DILIGENT TEACHING INTERNS TO JOIN OUR TEAM, SUPPORTING THE EDUCATIONAL NEEDS OF UNDERPRIVILEGED CHILDREN IN DELHI/NCR. THE CHOSEN INTERNS WILL ACTIVELY ENGAGE AS MENTORS DURING WEEKENDS GUIDING THE ENROLLED CHILDREN, ASSISTING IN LESSON PREPARATION AND DELIVERY, PROVIDING TAILORED ATTENTION TO STUDENTS REQUIRING ADDITIONAL SUPPORT.

## KEY RESPONSIBILITIES

- TEACHING A GROUP OF STUDENTS
- MONITORING ATTENDANCE AND PROGRESS:
- MAINTAINING DISCIPLINE
- VISITING ON GROUND



**DURATION - 24 CLASSES(48 HOURS)**

## SKILLS REQUIRED

- EFFECTIVE COMMUNICATION
- WORK ETHIC
- ADAPTABILITY
- EFFICIENCY



## PERKS OF INTERNSHIP

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: OFFLINE**  
**STIPEND PROVIDED: NO**

# **HUMAN RESOURCE**

**PEHCHAAN THE STREET SCHOOL IS SEEKING MOTIVATED AND DEDICATED HR INTERNS TO SUPPORT OUR HUMAN RESOURCE DEPARTMENT IN MANAGING VARIOUS HR FUNCTIONS. THE HR INTERN WILL GAIN HANDS-ON EXPERIENCE IN RECRUITMENT, EMPLOYEE ENGAGEMENT, HR ADMINISTRATION, AND OTHER HR-RELATED ACTIVITIES WITHIN THE NON-PROFIT SECTOR.**

## **KEY RESPONSIBILITIES**

- POSTING INTERNSHIP OPPORTUNITIES ON VARIOUS JOB PORTALS.
- SCREENING RESUMES.
- SCHEDULING INTERVIEW CALLS FOR INTERESTED APPLICANTS.
- ONBOARDING CANDIDATES.
- CONDUCTING INDUCTION SESSIONS.
- MAINTAINING THE HR DATABASES.
- GATHERING WEEKLY FEEDBACK FROM CANDIDATES.
- CONDUCTING TEAM-BUILDING ACTIVITIES.
- PARTICIPATING IN TRAININGS CONDUCTED BY PEHCHAAN THE STREET SCHOOL.



**DURATION-3 MONTHS**

## **SKILLS REQUIRED**

- COMMUNICATION SKILLS.
- NEGOTIATION AND PERSUASION SKILLS.
- BASIC KNOWLEDGE OF MS OFFICE SKILLS.



## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: ONLINE  
STIPEND PROVIDED: NO**

# **CONTENT WRITER**

**PEHCHAAN THE STREET SCHOOL IS SEEKING CREATIVE AND TALENTED CONTENT WRITING INTERNS WHO WILL PLAY A CRUCIAL ROLE IN DRAFTING COMPELLING CONTENT THAT EFFECTIVELY COMMUNICATES OUR ORGANIZATION'S MISSION, INITIATIVES, AND IMPACT. THIS INTERNSHIP OFFERS A GREAT OPPORTUNITY FOR INDIVIDUALS TO EXCEL IN THEIR INTERPERSONAL SKILLS.**

## **KEY RESPONSIBILITIES**

- DEVELOPING CONTENT FOR BLOGS AND VARIOUS SOCIAL MEDIA PLATFORMS.
- CRAFTING CONTENT FOR THE PEHCHAAN WEBSITE.
- PROOFREADING CONTENT FOR ERRORS AND INCONSISTENCIES.
- EDITING AND POLISHING EXISTING CONTENT TO ENHANCE READABILITY.



**DURATION- 3 MONTHS**

## **SKILLS REQUIRED**

- EXCELLENT WRITTEN AND VERBAL COMMUNICATION SKILLS.
- STRONG WRITING AND STORYTELLING ABILITIES.
- BASIC KNOWLEDGE OF MS OFFICE



## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: ONLINE  
STIPEND PROVIDED: NO**

# **PUBLIC RELATIONS**

PEHCHAAN THE STREET SCHOOL IS SEEKING DYNAMIC AND DEDICATED INTERNS TO JOIN OUR PUBLIC RELATIONS TEAM. AS AN INTERN YOU WILL PLAY A VITAL ROLE IN ENHANCING OUR ORGANIZATION'S PUBLIC IMAGE, RAISING AWARENESS OF OUR INITIATIVES AND FOSTERING POSITIVE RELATIONSHIPS WITH STAKEHOLDERS AND THE COMMUNITY. THIS INTERNSHIP OFFERS AN EXCELLENT OPPORTUNITY TO GAIN HANDS-ON EXPERIENCE IN PUBLIC RELATIONS WHILE CONTRIBUTING TO OUR MISSION OF PROVIDING EDUCATION TO UNDERPRIVILEGED CHILDREN.

## **KEY RESPONSIBILITIES**

- DEVELOPING AND MAINTAINING MEDIA RELATIONS.
- COLLABORATING WITH INFLUENCERS, COLLEGE SOCIETIES, JOURNALISTS, MEDIA HOUSES, VLOGGERS, ETC.
- MANAGING EVENTS.
- CONDUCTING MARKET RESEARCH.

**DURATION- 3 MONTHS**



## **SKILLS REQUIRED**



- EFFECTIVE COMMUNICATION SKILLS.
- INTERPERSONAL SKILLS.
- BASIC KNOWLEDGE OF MS OFFICE.
- TECHNICAL AND CONCEPTUAL SKILLS.

## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: ONLINE**  
**STIPEND PROVIDED: NO**

# **SOCIAL MEDIA**

PEHCHAAN THE STREET SCHOOL IS SEEKING CREATIVE AND DEDICATED INDIVIDUALS TO JOIN OUR SOCIAL MEDIA MANAGEMENT TEAM. AS A SOCIAL MEDIA MANAGEMENT INTERN YOU WILL PLAY A CRUCIAL ROLE IN EXPANDING OUR ORGANIZATION'S ONLINE PRESENCE AND ENGAGEMENT ACROSS VARIOUS SOCIAL MEDIA PLATFORMS. THIS INTERNSHIP PROVIDES AN EXCELLENT OPPORTUNITY TO GAIN HANDS-ON EXPERIENCE IN SOCIAL MEDIA MANAGEMENT, PROMOTIONS AND DIGITAL MARKETING WHILE MAKING A POSITIVE IMPACT THROUGH YOUR DIGITAL CONTRIBUTIONS.

## **KEY RESPONSIBILITIES**



- MANAGING AND UPDATING THE ORGANIZATION'S SOCIAL MEDIA (FACEBOOK, TWITTER, INSTAGRAM, LINKEDIN).
- CRAFTING ENGAGING CONTENT (POSTS, IMAGES, VIDEOS) TO PROMOTE THE ORGANIZATION'S MISSION.
- MONITORING CHANNELS FOR COMMENTS/MESSAGES AND ENSURING TIMELY RESPONSES.
- COLLABORATING WITH THE TEAM ON SOCIAL MEDIA CAMPAIGNS TO BOOST ENGAGEMENT AND FOLLOWERS.
- RESEARCHING TRENDS AND BEST PRACTICES IN NONPROFIT SOCIAL MEDIA MARKETING.

**DURATION- 3 MONTHS**

## **SKILLS REQUIRED**



- STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS.
- KNOWLEDGE OF SOCIAL MEDIA PLATFORMS, TRENDS AND BEST PRACTICES.
- EXPERIENCE IN CREATING CONTENT FOR SOCIAL MEDIA, INCLUDING DRAFTING ENGAGING CAPTIONS AND SELECTING COMPELLING VISUALS.

## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: ONLINE**  
**STIPEND PROVIDED: NO**



# FUNDRAISING

PEHCHAAN THE STREET SCHOOL IS SEEKING MOTIVATED AND ENTHUSIASTIC INDIVIDUALS TO JOIN OUR FUNDRAISING TEAM. AS A FUNDRAISING INTERN YOU WILL PLAY A CRUCIAL ROLE IN SUPPORTING OUR ORGANIZATION'S FUNDRAISING EFFORTS TO SUSTAIN AND EXPAND OUR PROGRAMS AND SERVICES. THIS INTERNSHIP OFFERS AN EXCELLENT OPPORTUNITY TO GAIN HANDS-ON EXPERIENCE IN FUNDRAISING THROUGH VARIOUS METHODS, SUCH AS ORGANIZING DONATION DRIVES, WHILE MAKING A MEANINGFUL IMPACT IN OUR COMMUNITY.

## KEY RESPONSIBILITIES



- SUPPORTING THE PLANNING AND EXECUTION OF FUNDRAISING CAMPAIGNS AND EVENTS, INCLUDING DONOR ACQUISITION.
- CONDUCTING RESEARCH TO IDENTIFY POTENTIAL DONORS AND SPONSORS.
- ASSISTING IN CREATING GRANT PROPOSALS AND SPONSORSHIP LETTERS.
- COORDINATING FUNDRAISING EVENTS, INCLUDING LOGISTICS, MARKETING, AND VOLUNTEER MANAGEMENT.
- ESTABLISHING CONTACTS WITH CORPORATIONS FOR CSR ACTIVITIES AT PEHCHAAN THE STREET SCHOOL.
- CONDUCTING MARKET RESEARCH ON NEW IDEAS FOR FUNDRAISING.

**DURATION- 3 MONTHS**

## SKILLS REQUIRED



- EFFECTIVE COMMUNICATION.
- GOOD WRITING AND STORYTELLING SKILLS.
- BASIC KNOWLEDGE OF MS OFFICE SKILLS.
- RESEARCH SKILLS.

## PERKS OF INTERNSHIP

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: ONLINE**  
**STIPEND PROVIDED: NO**


# **CAMPUS AMBASSADOR**

PEHCHAAN THE STREET SCHOOL IS SEEKING ENERGETIC AND PASSIONATE INDIVIDUALS TO JOIN OUR CAMPUS AMBASSADOR TEAM. AS A CAMPUS AMBASSADOR INTERN YOU WILL REPRESENT OUR NON-PROFIT ORGANIZATION ON YOUR COLLEGE CAMPUS AND HELP SPREAD AWARENESS ABOUT OUR MISSION AND PROGRAMS. THIS INTERNSHIP OFFERS A UNIQUE OPPORTUNITY TO DEVELOP LEADERSHIP SKILLS, ENGAGE WITH YOUR PEERS AND MAKE A POSITIVE IMPACT IN OUR COMMUNITY.


## **KEY RESPONSIBILITIES**

- CONNECT OUR ORGANIZATION WITH YOUR COLLEGE CAMPUS AS A LIAISON.
- SPREAD AWARENESS ABOUT OUR ORGANIZATION'S MISSION, VALUES, AND PROGRAMS USING SOCIAL MEDIA, CAMPUS EVENTS, AND STUDENT ENGAGEMENT.
- ATTEND CAMPUS FAIRS, INFO SESSIONS, AND COMMUNITY EVENTS TO REPRESENT OUR ORGANIZATION.
- GATHER FEEDBACK FROM STUDENTS TO ENHANCE PROGRAMS AND MAKE STRATEGIC DECISIONS.

## **KEY RESPONSIBILITIES**

- KEEP OUR ORGANIZATION'S TEAM INFORMED WITH REGULAR UPDATES AND REPORTS ON YOUR ACTIVITIES AND PROGRESS.
- ARRANGE AWARENESS CAMPAIGNS, FUNDRAISING EVENTS, AND VOLUNTEER CHANCES AT YOUR COLLEGE. 
- RECRUIT AND INVOLVE STUDENT VOLUNTEERS TO AID OUR ORGANIZATION'S EFFORTS.
- WORK WITH CAMPUS CLUBS, STUDENT GOVERNMENTS, AND RELATED GROUPS TO EXPAND OUTREACH AND EFFECTIVENESS.

## **SKILLS REQUIRED**

- CURRENTLY ENROLLED AS A STUDENT IN A COLLEGE OR UNIVERSITY.
- EXCELLENT COMMUNICATION AND INTERPERSONAL SKILLS.
- PASSIONATE ABOUT OUR ORGANIZATION'S MISSION AND EAGER TO CREATE POSITIVE CHANGE.
- LEADERSHIP QUALITIES TO INSPIRE AND INVOLVE OTHERS. 
- ORGANIZATIONAL AND TIME MANAGEMENT STRENGTHS.
- KNOWLEDGEABLE ABOUT SOCIAL MEDIA PLATFORMS FOR EFFECTIVE OUTREACH.
- CREATIVE THINKING AND PROBLEM-SOLVING ABILITIES.

## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECOMMENDATION.

**INTERNSHIP MODE: HYBRID**  
**STIPEND PROVIDED: NO**



# **PSYCHOLOGY**

PEHCHAAN THE STREET SCHOOL IS SEEKING DEDICATED AND ENTHUSIASTIC INDIVIDUALS TO JOIN OUR PSYCHOLOGY TEAM. THIS INTERNSHIP OFFERS AN EXCELLENT OPPORTUNITY TO GAIN HANDS-ON EXPERIENCE IN THE FIELD OF PSYCHOLOGY WITHIN A NONPROFIT ORGANIZATION. THE INTERN WILL COLLABORATE CLOSELY WITH OUR EXPERIENCED AND PROFESSIONAL PSYCHOLOGY TEAM TO SUPPORT THE DELIVERY OF MENTAL HEALTH SERVICES, CONDUCT ASSESSMENTS AND PROVIDE INTERVENTIONS TO INDIVIDUALS IN NEED.

## **KEY RESPONSIBILITIES**

- ASSISTING WITH PSYCHOLOGICAL ASSESSMENTS AND OFFERING INDIVIDUAL COUNSELING TO STUDENTS.
- COLLECTING DATA FOR EVIDENCE-BASED PRACTICES AND PROGRAMS.
- ASSISTING IN ORGANIZING PSYCHOEDUCATIONAL WORKSHOPS.

## **KEY RESPONSIBILITIES**

- STAYING UPDATED ON THE LATEST DEVELOPMENTS IN THE FIELD OF PSYCHOLOGY AND MENTAL HEALTH THROUGH SELF-STUDY.
- MAINTAINING ACCURATE AND CONFIDENTIAL CLIENT RECORDS IN COMPLIANCE WITH ETHICAL AND LEGAL GUIDELINES.

## **SKILLS REQUIRED**

- CURRENTLY PURSUING A BACHELOR'S OR MASTER'S DEGREE IN PSYCHOLOGY.
- POSSESSING EMPATHY, COMPASSION, AND A NON-JUDGMENTAL ATTITUDE.
- STRONG VERBAL AND WRITTEN COMMUNICATION ABILITIES.
- PROFICIENCY IN BASIC MS OFFICE SKILLS.
- RESEARCH SKILLS ARE ESSENTIAL.

## **PERKS OF INTERNSHIP**

- LINKEDIN RECOMMENDATION.
- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.

**INTERNSHIP MODE: HYBRID**  
**STIPEND PROVIDED: NO**

# **PROJECT MANAGEMENT**

PEHCHAAN THE STREET SCHOOL IS SEEKING HIGHLY MOTIVATED AND DEDICATED INDIVIDUALS TO JOIN OUR TEAM AS PROJECT MANAGEMENT INTERNS. THIS INTERNSHIP PRESENTS A UNIQUE OPPORTUNITY TO GAIN HANDS-ON EXPERIENCE IN PROJECT MANAGEMENT WITHIN A NON-PROFIT ORGANIZATION. THE INTERNS WILL CLOSELY COLLABORATE WITH OUR EXPERIENCED PROJECT MANAGEMENT TEAM TO SUPPORT THE PLANNING, EXECUTION AND MONITORING OF VARIOUS PROJECTS AIMED AT ADVANCING OUR ORGANIZATION'S MISSION.

## **KEY RESPONSIBILITIES**

- CREATING PROJECT PLANS, TIMELINES AND GOALS COLLABORATIVELY WITH THE TEAM.
- CONDUCTING RESEARCH, GATHERING DATA AND ANALYZING INFORMATION CRUCIAL FOR PROJECT DECISIONS.
- FACILITATING CLEAR COMMUNICATION AND COORDINATION AMONG DIVERSE TEAMS.

## **KEY RESPONSIBILITIES**

- MONITORING PROJECT PROGRESS, IDENTIFYING RISKS AND PROPOSING SOLUTIONS.
- PREPARING PROJECT REPORTS, PRESENTATIONS AND OTHER NECESSARY DOCUMENTATION.
- CONTRIBUTING TO THE EVALUATION OF PROJECT OUTCOMES AND DERIVING LESSONS LEARNED FOR FUTURE IMPROVEMENT.

## **SKILLS REQUIRED**

- EXCELLENT COMMUNICATION SKILLS.
- EXPERIENCE IN LEADING A TEAM IN COLLEGE/UNIVERSITY.
- PROBLEM-SOLVING SKILLS.
- TIME MANAGEMENT.
- ATTENTION TO DETAIL.

## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE: HYBRID**  
**STIPEND PROVIDED : NO**

# **GRAPHIC DESIGNING**

**PEHCHAAN THE STREET SCHOOL IS ACTIVELY SEEKING HIGHLY MOTIVATED AND DEDICATED INDIVIDUALS TO JOIN OUR TEAM AS GRAPHIC DESIGNING INTERNS. THIS EXCEPTIONAL INTERNSHIP PRESENTS A UNIQUE OPPORTUNITY TO GAIN PRACTICAL, HANDS-ON EXPERIENCE IN GRAPHIC DESIGN, FOCUSING ON THE CREATION OF VISUALLY COMPELLING CONTENT TAILORED SPECIFICALLY FOR DIVERSE SOCIAL MEDIA PLATFORMS.**

## **KEY RESPONSIBILITIES**

- COLLABORATING CLOSELY WITH CONTENT WRITERS, VIDEO EDITORS AND SOCIAL MEDIA MANAGERS TO SYNERGIZE CREATIVE EFFORTS.
- DEVELOPING CAPTIVATING CONCEPTS ALIGNED WITH OUR ORGANIZATIONAL OBJECTIVES AND THE LATEST TRENDS IN SOCIAL MEDIA.
- ENSURING A COHESIVE VISUAL IDENTITY BY MAINTAINING CONSISTENCY IN STYLE, COLOR SCHEMES AND MESSAGING ACROSS ALL GRAPHIC ELEMENTS.

## **KEY RESPONSIBILITIES**

- CRAFTING A VARIETY OF GRAPHICS AND LAYOUTS, INCLUDING ILLUSTRATIONS, LOGOS, SOCIAL MEDIA POSTS, MARKETING MATERIALS, AND WEBSITE VISUALS.
- DESIGNING HIGH-QUALITY GRAPHICAL AND VIDEO CONTENT FINELY TAILORED FOR OPTIMAL IMPACT ACROSS A SPECTRUM OF SOCIAL MEDIA CHANNELS, INCLUDING BUT NOT LIMITED TO FACEBOOK, LINKEDIN, TWITTER, INSTAGRAM, AND YOUTUBE.

## **SKILLS REQUIRED**

- OUTSTANDING COMMUNICATION SKILLS.
- EXPERTISE IN GRAPHIC DESIGN.
- COMPREHENSIVE KNOWLEDGE OF TYPOGRAPHY, LAYOUT, COLOR THEORY AND EFFECTIVE DESIGN PRINCIPLES. EXPERIENCE USING SOFTWARE TOOLS SUCH AS CANVA, PHOTOSHOP AND ILLUSTRATOR.
- ABILITY TO COLLABORATE EFFECTIVELY AND ADEPTNESS IN FOLLOWING DIRECTIVES.

## **PERKS OF INTERNSHIP**

- INTERNSHIP CERTIFICATE.
- LETTER OF RECOMMENDATION ON THE BASIS OF PERFORMANCE.
- LINKEDIN RECCOMENDATION.

**INTERNSHIP MODE : ONLINE  
STIPEND PROVIDED : NO**