



SK CHILDREN FOUNDATION

REGISTERED UNDER INDIAN TRUST ACT, 1882
(R.NO. 1305/2019)

SK Children Foundation is registered under the Indian Trust Act, 1882. It has been dedicatedly working since the last 5 years to provide quality education and basic necessities to the underprivileged children in the society and to make them an established citizens of the country. It conducts various fundraisers and periodic cloth donation, stationary and ration drives to help collect resources as well as distribute them which has in all benefited over 10000 lives.

WORK WITH SKCF

We offer internship opportunities in the following roles:

CONTENT WRITER

Content Writer has to be a profound thinker, handle ideation, and creation of compelling content for our website, blog posts, social media, email blasts, and service descriptions. You'll need to conduct thorough research on NGO related topics, generating ideas for new content and proofreading articles before publication.

The basic knowledge of SEO and its working should be known to candidates. Ultimately, you'll deliver quality pieces that appeal to our audiences, attract customers, and boost brand awareness.

If you're familiar with producing online content and have an eye for detail, you can apply for the content writing domain at our NGO.

Responsibilities:

- Writing plagiarism free blogs and articles on diverse topics.
- Researching about industry-related topics (combining online sources, interviews, and studies).
- Proofread and edit blog posts before publication.
- Submit work to editors for input and approval within the deadline.

Skills Required:

- Excellent writing and editing skills in English or Hindi, with strong grammar.
- Ability to co-operate with other team members.
- Experience in doing research using multiple sources.
- Ability to meet deadlines.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

FUND RAISING

Fund Raising Interns have to maintain a database, send out emails, and make calls to companies, philanthropists etc. in order to fetch funds for the NGO. Job is to bridge the gap between the NGO and individuals/companies who are willing to donate for the cause. You must have excellent persuasion skills and must be able to convince people to get a positive response from them. If you are confident in yourself and your ability to raise funds then the Fund Raising domain will be the right fit for you at our NGO.

Responsibilities:

- Maintaining good relations with the outside world to achieve the prime goal of the domain.
- Build contacts, maintain database and make calls to the required individuals/companies.
- Send emails to get a positive response for funds.

Skills Required:

- Good communication, creativity and management skills.
- Ability to co-operate with other team members.
- Experience in building contacts and getting a positive response.
- Ability to meet deadline.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

GRAPHIC DESIGNER / VIDEO EDITOR

As a Graphic Designer, the main job is creating visual concepts to communicate ideas that inspire, inform, captivate, and express the importance of education for all. Coming up with new ideas, and innovative and creative design for the audience to connect with is a very important work of a Graphic Designer.

Video editors are required to edit the videos to be posted on Instagram, YouTube and other social media platforms.

Responsibilities:

Graphic Designer	Video Editor
<ul style="list-style-type: none">Responsibility for designing posters, pamphlets, brochures, certificates for different events, programs, and festivals.	<ul style="list-style-type: none">Video editors are required to showcase their creativity in order to make videos more appealing to the audience.
<ul style="list-style-type: none">Developing illustrations, logos, and other designs using appropriate colours and layouts for each graphic. Also developing illustrations, logos, and other designs using appropriate colours and layouts for each graphic.	<ul style="list-style-type: none">Videos should be edited with professional softwares and the output should be of the best available quality.
<ul style="list-style-type: none">Most of the work will be creating visuals for Facebook, Instagram, website, and other digital media.	<ul style="list-style-type: none">Most of the work will be creating videos(Long /short) for Facebook, Instagram, website, and digital media.

Skills Required:

Graphic Designer	Video Editor
<ul style="list-style-type: none">Familiarity with design softwares and technologies such as Adobe Illustrator, Cinema 4D, Photoshop etc.	<ul style="list-style-type: none">Familiarity with editing softwares such as Final Cut Pro, Adobe Premiere Pro, Filmora etc.
<ul style="list-style-type: none">Ability to work methodically and meet deadlines.	<ul style="list-style-type: none">Ability to work methodically and meet deadlines.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

HUMAN RESOURCES

Human Resource is a domain that is responsible for finding, screening and recruiting talent. The key role is to help the organization deal with a fast changing environment, since we are an NGO for children it would help us to stay on track with the day to day policies and benefits to be provided to the children. You will be conducting screening process and recruitment for new members, updating the organization with new changes. Also, you will bridge the gap between the core team and volunteers in the organization in order to smoothen the work within the organization. If you are familiar with the process of human resources job entitlement, and equipped towards the ongoing changes and can keep us updated, you can apply here for the position of an HR intern.

Responsibilities:

- Maintaining a proper database of all the past and current members/interns/ volunteers of the organization.
- Forecasting, conducting and managing recruitment drives for new interns. End-to-end responsibility from screening potential employees' resumes and application forms to identifying suitable candidates through interviews.
- Communicating the organization rules and policies to the new interns. Making sure new interns settle in with the organization and feel comfortable.
- Continuously assessing the need for resources in each domain and initiating recruitment drive whenever required.
- Settling disputes and issues should they arise between any members of the organization. Making sure a conducive environment for work is maintained.
- Assisting in the planning of events in the organization and other auxiliary tasks, as and when required.

Skills Required:

- Proficiency in MS-Excel
- Excellent communication skills
- Teamwork and collaboration
- Conflict and Performance Management

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

PUBLIC RELATIONS

Public Relations Interns have to build and maintain healthy relations with companies/influencers who can benefit the NGO. You will need to generate content for collaborative emails, reply to them, make calls, and stay in touch with the people you are communicating with. You must have excellent persuasion skills and must be able to convince people to get a positive response from them.

If you feel you have a way with words, welcoming nature, and excellent persuasion skills when it comes to getting work done, then you would be a great fit for the PR domain.

Responsibilities:

- Maintaining good relations with the outside world and getting collaborations/funds for the organization.
- Getting contacts, maintaining a database and making calls.
- Send emails to get a positive response for collaborations/funds.

Skills Required:

- Excellent writing, editing, and communication skills in English or Hindi.
- Ability to co-operate with other team members.
- Experience in building contacts and getting a positive response.
- Ability to meet deadlines.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

SOCIAL MEDIA HANDLER

Being a part of the social media domain comes with immense responsibilities since social media is primarily the face of the NGO. You will be handling various social media platforms like LinkedIn, Twitter, Instagram, Facebook, and YouTube. This responsibility comes with having transferable skills and a forth looking mind-set, punctuality, and professionalism. You'll be uploading posters and videos, deciding the caption, and have the knowledge of editing the same.

You will be require to stay alert, informed and prudent with the information we put out and work towards increasing the reach and impact of the page. We are always welcoming of new innovative ideas and strategies.

Responsibilities:

- Increasing the reach of our page.
- Organising live Sessions.
- Following online trends and work analysis.
- Maintaining the momentum of activities and submit work for input and approval within the deadline.

Skills Required:

- Poster editing
- Communication skills
- Have knowledge about the various platforms and how to operate them.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

TEACHER

The teacher's role is to guide the students towards academic achievement, understand the communities the children come from, the background of each child, and the challenges they face every day. Despite this, they keep excellence a top priority and empathise rather than sympathise with the kids to push them even harder as they believe in each child's potential. As a SKCF teacher, you will be directly responsible for at least 20 kids in a class. Your role will be to guide the students towards academic achievement while inculcating self-esteem and values in their curriculum that will empower them to think critically and make informed choices in their life.

Responsibilities:

- Strong content knowledge (in whatever subject you are teaching).
- Love for children and learning adaptability to new instructional approaches.
- Patience and capacity to solve problem along with planning and organizing skills.
- Self-motivated with strong work ethics to achieve foundation goals and openness to feedback and critical reflection.

Skills Required:

- Teaching the SKCF curriculum through effective practices.
- Designing and executing lessons that are engaging and creating assessments that thoughtfully evaluate student progress.
- Varying teaching strategies and styles to meet different learning needs
- Establishing and maintaining cooperative working relationships with students, parents, community, and the foundation team.
- Attending and participating in all foundation events and meetings at SKCF.

Duration: 4 months (virtual internship); 2 months (on-ground internship at Janakpuri)

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)

WEB DEVELOPER

A Web developer's responsibility is to code, design, and decide the layout of the SKCF website. The person should have a good knowledge and experience of Web Designing and Web Development. He/she should be able to place all the components on the website in the correct position and should be able to work on **WordPress**. Regular updating of the site is also necessary.

Responsibilities:

- Developers must write efficient code and must also be able to integrate various back-end services and databases.
- Developers must have a command of responsiveness and should be able to make any website responsive using media-queries.
- Back-end developers must possess command over databases.
- Work on UX development for WordPress based website using Elementor.
- Customizing themes for the website and work on configuring and installing WordPress plugins, making new pages as well as improving existing ones.
- Update weekly blogs on the website and send weekly digital marketing emails.
- Integrate various back-end services and database.
- Coordinating with the Design and Content team.
- Actively participate in the events and meetings of SKCF.
- Prior knowledge of Wordpress CMS, HTML, CSS and PHP is preferred.
- Knowledge of digital marketing is a bonus.

Skills Required:

- He/she must know HTML/CSS, JavaScript, Bootstrap, Wordpress, PHP, Digital Marketing
- The person should be familiar with SEO and must be able to implement it on our website.
- Knowledge of any back-end language can be an advantage.
- Library or Web Frameworks knowledge is not necessary but will be a supportive hand.

Duration: 4 months

Perks and Benefits:

- Certificate of Appreciation
- Letter of Recommendation (based on performance)