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INTERVIEW ON 25 JULY 2017 AT 12.30 PM AT DEPT. OF APPLIED
ECONOMICS, LU

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Youth Education & Empowerment Trust

Job Description

Organization: Youth Education & Empowerment Trust

Position: Intern/Volunteer

Vacancies: 30

Location: Lucknow-UP

Stipend: 10,000/Month

Duration: 30-90 Days

Working Hours: 7-8 Hrs/Day

Reporting to: MD

Eligibility :

Undergraduate/graduate/post graduate

- Fluent in English/Hindi

Energetic, open, motivated and positive personality - Strong interpersonal and communication skills (spoken and written)

- Ability to tailor language, tone, style and format to match the audience

- Client orientated: ability to identify needs, suggest solutions and establish productive partnerships

Following the principle of equal opportunity and encourages women applicants.

Physically challenged with required skills/knowledge and willing to travel are also encouraged to apply.

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Key Tasks:

You will be working under the supervision of the organization's management team. Specific responsibilities include,

but are not limited to:

- Assisting in planning, developing and implementing communication strategies and campaigns

- Assisting and supporting logistics, i.e. helping the project team in organization of conferences and workshops
- bringing together project beneficiaries, donors, ministries and implementation partners, and ensuring media coverage
- Helping prepare a diverse range of information communications products in support of Trust initiatives; produce
- marketing and reporting brochures, audio-visual and events materials in liaison with both internal and external
- graphic designers
- -Assist in Public Fund Raising Activities.
- Helping prepare and update information on the organization's website, intranet and social media sites
- Helping foster better communication skills and client orientation of staff in close cooperation with project management team
- Assisting the management team in website editing
- Establishing a reporting schedule for the organization and ensuring the timely submission of reports as identified
- Assisting in production of reports (including presentations) on an ad hoc basis
- Assisting in data verification, on all reports and information products prepared by the organization
- Participating in partnership meetings with potential partners and drafting meeting minutes
- Assisting in all office administration and clerical work
- Promoting the vision, mission and strategic goals of the organization

Prof. Madhurima Lall
Director,
Counseling and Placement Cell
Lucknow University