



**To enable quality education and health for the underprivileged in  
Uttar Pradesh**

**E&H Foundation**, 1 D, First Floor, ShahpurJat, New Delhi- 110049, India,  
Web: [www.enhfoundation.in](http://www.enhfoundation.in)

### **INTERNSHIP AT E&H FOUNDATION**

E&H Foundation ([www.enhfoundation.in](http://www.enhfoundation.in)), has been set up with the objective to enable affordable quality education and health services for the underprivileged in the state of Uttar Pradesh in India and aims to reach out to 100,000 children by 2025. In last 5 years, E&H Foundation has enabled quality education for approximately 17000 underprivileged children, with more than 50% being girl students, by supporting two models in Farrukhabad, Lucknow and Kanpur districts of Uttar Pradesh.

As our programme expands, E&H Foundation is looking to hire interns to support the team working to enable quality education and preventive healthcare a reality for thousands of children. The internship programme at E&H Foundation is tailored to facilitate the need of the students to explore and understand the development sector as well as contribute meaningfully to the cause.

#### **How to apply for the internships with E&H Foundation?**

Interested students can send their CV and cover letter to [rachitaa@eandhfoundation.ngo](mailto:rachitaa@eandhfoundation.ngo). Please put subject 'Communication intern' in the email. Applications are processed on rolling basis.

The duration of the internship is 2-3 months. Remuneration based on qualification and experience. Position will be full time and based out of our Delhi office.

Candidates should have a zeal for the cause of education for all children and be dedicated to working in social sector.

#### **Position Summary**

The intern will assist the communication team in executing Foundation's digital media strategy, including social media. The intern will also play an important role in running and maintaining communication channels with all stakeholders like the supporters, donors, collaborators, and external partners, who contribute significantly towards our work and the cause.

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E&H Foundation is registered under the Trust Act (Registration No.4663)

*Donation received is exempt u/s a. 80G (5) (IV) of Income Tax Act, 1961, vide notification S.No. DEL-EE25312-03072014/5118, Dated 03/07/2014*



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### **Responsibilities**

- Managing and producing content for E&H Foundation's social media channels and other digital media platforms like website, blog, WhatsApp
- Creating and running online campaigns to maximise audience engagement
- Work closely with fundraising team to run crowdfunding campaign
- Manage volunteers recruited through the Volunteer Management Programme

### **Knowledge and Technical Skills**

- Excellent communication skills – oral and written in both Hindi and English
- Good understanding of social/digital media platforms and current trends
- Knowledge of MS Office applications like Word, PowerPoint, and Excel
- Basic understanding of Photoshop and InDesign as well as video/audio editing softwares desirable
- Interest or knowledge about digital or smartphone photography preferred
- Knowledge of Word Press and HTML desirable
- Creative, innovative, and spontaneous
- Resourceful, willing to take initiative, and passionate about the cause
- Other tasks and duties assigned by the supervisor

### **Education and Experience**

- Recent graduates/post graduates from any field or people looking to change their career and enter social sector
- Experience in organising or working in events