

ABOUT THE COMPANY

Lenskart Foundation is a not-for-profit organization aimed towards eradicating refractive error based blindness from every nook and corner of the country by developing sustainable models to enhance awareness, accessibility, and advocacy of eye care.

PROFILE

Social Intern

ROLES & RESPONSIBILITIES

- Draft business correspondence, which may include letters, memos, speeches and email.
- Maintain an organized system of tracking, monitoring and prioritizing tasks and projects.
- Gather information from the field and create informational files for foundation.
- Work independently and within a team on special, nonrecurring and ongoing projects.
- Handle confidential and non-routine information with sensitivity.
- Preparing meeting materials.
- Assisting with research within the field and compiling reports.
- Perform other duties as assigned.

STIPEND: Unpaid

SKILLS REQUIRED

- Must be flexible, highly organized and have a proven ability to juggle multiple and competing tasks and demands, collaborating with team members and working independently.
- High level of interpersonal skills and discretion to handle sensitive and confidential situations.
- Work requires continual attention to detail in composing, typing and proofing materials.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Demonstrated ability to work sensitively with diverse people and communities.
- Our intern will be performing in a highly visible role and must reflect the demeanor, level of respect, professionalism, positive attitude, and instincts necessary to appropriately represent the Foundation.

DURATION: 3-6 Months

TYPE OF INTERNSHIP

- Summer Internship
- Offline