

SUVIDHA FOUNDATION

About the company:

Suvidha Mahila Mandal is a non-profit organization working to impart education among the financially challenged sections to help them realize parity in education among the financially challenged sections to help them realize parity in education and strength of little minds in building a promising future. The organization has provisions of student internships, student mentorship and the scope to volunteer.

Job Description:

1. Public Relations and Fundraising Intern

We are seeking a highly motivated and enthusiastic Public Relations and Fundraising Intern to join our team. As a Public Relations and Fundraising Intern, you will work closely with our team to promote our organization and raise funds for our various initiatives. This is a remote position, and you will be able to work from the comfort of your own home.

Stipend: The successful candidate will receive a stipend of 50% of the fundraising amount for each fundraising initiative they help plan and execute.

Responsibilities:

- Conduct research and identify potential donors and sponsors
- Draft and send fundraising proposals and requests to potential donors
- Assist in the planning and execution of fundraising events
- Manage and update our social media accounts to increase engagement and awareness of our organization
- Draft and distribute press releases and other promotional materials to media outlets
- Assist in building and maintaining relationships with media outlets and other relevant organizations
- Assist in other Public Relations and Fundraising activities as needed.

Requirements:

- Currently pursuing or recently completed a degree in Public Relations, Communications, Marketing, or a related field.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Familiarity with social media platforms and digital marketing strategies
- Proficient in Microsoft Office and Google Suite
- Self-motivated and able to work independently with minimal supervision
- A passion for making a positive impact in the community

Duration:

The internship will last for either one month or two months, depending on the availability and preferences of the successful candidate.