

UNNATI

JOB DESCRIPTION

About the company:

The Knowledge Hub For Civil Aspirants is a not for profit organization registered under the government of India. Started by Mr. Lokesh Chugh under the able guidance of Mr. Oscar Fernandez (MP, Rajya Sabha and Chief Patron, Unnati), Unnati is working for the upliftment of youth in different sectors from 18th of December, 2016. Unnati aims at providing free guidance to those UPSC aspirants who have knowledge and talent but lack adequate resources.

Company website: <https://unnaticell.netlify.app/>

Profiles Offered:

Content Curator

Graphic Designing

HR

Social Media Marketing

Marketing

Stipend: Unpaid

Type of internship: Work From Home (Full Time for 1st and 2nd year students and Part time for 3rd year students)

Eligibility (years): All years

Eligibility (courses): All courses

Duration: 6 Months

Perks:

- Certificate after completion
- Letter of Appreciation
- LOR signed by member of parliament

Roles & Responsibilities:

(1) Content Curator-

- Generate authentic content for various social media platforms.
- Create formal content like mails and letters.

(2) Graphic Designing-

- Create posters and flyers.
- Be flexible in curating designs for apt occasions

(3) HR-

- Manage the present interns and create a detailed work report.
- Help in coordination of different departments.

(4) Social Media Marketing-

- Help in increasing the reach of the organisation on online mode.
- Produce idea for improving the reach of the organisation.

(5) Marketing-

- Present ways to improve the overall standing of the organisation.
- Work towards improving the standing of the organisation.