

HR Intern

Designation	HR Intern
Location	Mumbai
Internship Period	3 to 6 months
Type	Full Time
Stipend	Yes

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

Job Responsibilities

The selected intern(s) will work on following during the internship:

- Develop a working knowledge of HR information databases and searchable resources. Keeps abreast of document retention requirements.
- HR administration - Track progress, deadlines, and priorities of all projects.
- Prepare Word, Excel and PowerPoint documents. Will be responsible for making meeting and travel arrangements.
- Recruitment related: Sort incoming resumes and update the recruitment tracker on weekly basis, complete and mail out regret letters, coordinate candidate interviews, conduct background check, prepare offer letters, collate the JDs.

- Manage and accurately collate bulk data, Update & send reports / trackers on timely basis (Keep other team members informed & updated to avoid surprises and disappointments)

Education and other required qualifications/experience/skills

- Have already graduated or are currently in any year of study for a relevant degree.
- Good knowledge of computer - Windows and Microsoft Office applications (Word, Excel, Powerpoint, Goolesheets)
- Good problem solving, negotiation and networking skills.
- Ability to multitask and work under pressure.

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

THE INTERNSHIP IS OPEN FOR MUMBAI RESIDENTS ONLY

IMP:

- Please clearly state **the role and location** that you are applying for in the email subject line.

For further details about organisation please visit www.educategirls.ngo

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."