

## Intern- Talent, Culture & Administration



### **About the Organization:**

Since 2013, Antarang Foundation has been one of the leading voices in bringing employability and career development into the mainstream education narrative. We believe that education which does not lead to social and economic progress is incomplete – and hence employability and aspirational careers need to be accessible to all young adults across the socioeconomic spectrum.

Our students are film makers, podcast specialists, fitness trainers and study in colleges from Bhandup to Boston. This is because Antarang’s programs are unique and focus on bridging the ability of adolescents and young adults to make informed career decisions and industry’s intent to hire talent with potential.

Antarang Foundation builds key employability skills in disadvantaged youth in urban low-income settlements. Through two structured programs Antarang guides students on career choice, trains them in core employability skills and connects them to employment opportunities of their choice.

### **Human Resources: Roles and responsibilities**

#### **1. Facilitator Hiring**

- Posting the opportunity on Job portals, Alumni groups and Website
- Social Media Campaign
- Creating and working on strong backend processes
- Application form responses
- Scheduling all interviews and updating scheduling data
- Assigning interviews
- Making sure the interview target is met weekly
- Ensuring all the data on all the sheets are updated and checked
- Solving Overall Queries

#### **2. Staff Hiring**

- Creating job description bank, with regular updates
- Job Postings on Antarang Foundation Website and recruitment portals

- Screening calls, sending assignments and setting up the interviews with applicants
- Scheduling induction- Staff and Interns, Coordination of Induction
- Ensuring documentation - welcome email, employment contract handover
- New Joinee formalities - Organize Visiting Cards, Welcome Kit (Laptop, T shirt, Diary, Welcome card)
- Adding new intern/ facilitator/staff to Whatsapp/Google groups

### **3. Talent Engagement/Development**

- Rewards & Recognition - communication for monthly recognition
- Follow up for Engagement Survey priority areas
- Co-working for the monthly Staff meeting
- Sending Weekly newsletter

### **4. Operations**

- Data Collation/ Follow ups
- Filing of letters for records
- Creating Excel, Monitoring of attendance on monthly basis for Salary Calculation
- Assisting in operations
- Exit formalities-Thank You Card, Letter, Returning of Laptop/Tablets, any other office material
- Organizing travel arrangements, hotel reservations for outstation travel

### **Profile Requisites:**

- Ability to multitask and prioritize tasks
- Excellent time management skills
- Great verbal and written communication skills
- Tech Savvy (comfortable using Microsoft Office; knowledge of Canva and other editing software will be appreciated)
- Flexibility to work odd hours when required
- Minimum **1 year** commitment required with 6 hrs to 8.5 hrs per day.

### **What's in it for you?**

- **Impact the outcomes:** Your commitment to the cause / your youth-focused skills will impact the outcomes of our programs directly by getting 1 lakh + youth in careers of their choice
- Our work environment is fun, youthful, focused on excellence, and with a deep commitment to achieving outcomes
- Location - Mumbai

If you are excited about the potential of youth in our country and want to be able to contribute to the careers of less privileged youth, write in to **[ibrahim@antarangfoundation.org](mailto:ibrahim@antarangfoundation.org)** with your updated resume.