

**Job title:** Intern/ Volunteer

**Number of positions:** 1(One)

**About LittleBigHelp India Trust:**

LittleBigHelp aims to provide better opportunities for the most vulnerable children and women. It is a registered Trust with presence in West Bengal and focuses on the issues of education, protection and skill development through direct community development programs. Started in 2012, at present LittleBigHelp runs 22 projects which include Children's Institutions for Boys' and Girls', Community Centres in slums, Education centre, Vocational training programs for women's income generation, School and Homes for special children, etc. with a strength of 95 team members.

Location: Kolkata & Howrah.

Time Commitment 4-6 hrs/day, 1 month(minimum)

LittleBigHelp India Trust is looking for an Intern / Volunteer for assisting in an event- Tata Steel Kolkata Marathon. This is scheduled on 17<sup>th</sup> December 2023 and will be supporting the team in various activities pre and post the event.

Reporting to Programme Manager (Fund Raising)

**Key Responsibilities**

**Selected intern's day-to-day responsibilities include:**

- Help in the registration of a team as runner/ supporters in the event.
- Corporate/ company registration by approaching them to support the organisation.
- Create and run a crowd funding campaign with a minimum target mutually finalised with the organisation.
- Assist in the planning and execution of pre-race day and post-race day activities
- Work with the Fundraising team to achieve the set goal.
- Development of communication and promotional materials along with the documentation of the event.

**Skills and Competencies requirement:**

- Growth Mindset
- Proactive and action oriented
- Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets)
- Takes initiative
- Is an organised thinker
- Is curious and a learner
- Uses limited resources to deliver unlimited results
- Graduate/Post graduate in any field
- 0-1 years of relevant work experience

**Remuneration:**

LittleBigHelp India Trust is offering Rs. 10,000 as honorarium for this assignment subject to performance.

**How to apply:**

Go to our website [www.littlebighelpindiatrust.org](http://www.littlebighelpindiatrust.org) and go to the "Career" tab. Fill all the fields. Please select "Internship" on the field of "Working Mode" and "Skill Development" on the field "Programme which you are interested". The last date of application will be 15<sup>th</sup> November' 2023.

**Note:** Direct application through the email will not be entertained.