

Internship at United Way Mumbai

About United Way Mumbai:

United Way Mumbai is a part of the 130+ year old United Way movement engaged in nearly 1800 communities, spanning 41 countries across the world. Our mission is to improve lives by mobilizing the caring power of communities to advance the common good. We work closely with a network of 400+ NGOs and a large number of corporates for their CSR programs, workplace giving campaigns and other events. This includes designing of CSR policy and strategies, due diligence of NGO partners, program implementation, employee volunteering, impact assessments and financial and programmatic reporting. Over the past 17 years, we have partnered with over 300 companies and over 1,00,000+ individual donors investing close to INR 390 crore for community development projects. Our flagship programs have been largely in the areas of civic awareness, health, safety and greening. In addition to this, we have designed and facilitated large scale interventions in the areas of education, nutrition and sanitation in urban and rural communities.

United Way Mumbai galvanizes people and organizations that bring the passion, expertise and resources needed to get things done. We drive campaigns that help leverage corporate, employee and leadership talent. By working collaboratively with our partners, we build coalitions that advance research-based strategies, invite individuals and organizations into meaningful action, and advocate for lasting social change.

Our Focus:

SOCIAL INCLUSION



To **uphold the right of every community member, to be included**, so that the community prospers as a whole.

PUBLIC SAFETY



Enhance the **safety infrastructure** of Mumbai as a crucial step towards enabling citizens to lead healthy lives.

ENVIRONMENT



Work towards the **conservation and promotion of the environment** and cultivate ecological responsibility as part of our culture

INCOME



Help community members **achieve financial stability** and get individuals - and thus, families - on the road to economic independence

HEALTH



Promote **healthy lives**, by improving access to preventive and curative health education, and quality healthcare infrastructure

EDUCATION



Improve **accessibility to quality education** for all sections of the community to enable them to secure and keep jobs.

At United Way Mumbai, we believe that talent is one key asset for generating community impact and we are committed to develop students and individuals with high potentials to leaders of tomorrow. The internship program at United Way Mumbai is offered to such talented students who seek career in development sector.

The internship program has following benefits:

- Students get to work directly with experts in the field and innovative community development program.
- Students will learn and develop key skills required for a successful career in the development sector including communication, fund raising, project implementation, project monitoring etc.
- United Way Mumbai certificate of internship completion.

United Way Mumbai's departments include:

Corporate
partnerships



Community
Investment



Community
impact



Campaigns



Finance



Admin and
operations

Department	Major Learnings	Type of Work	Potential Candidates and skills
<p align="center">Community Investment and Community Impact</p>	<ul style="list-style-type: none"> ➤ Project Implementation, ➤ Need assessment and community surveys ➤ Project documentation and reporting ➤ Project management, monitoring and evaluation 	<ul style="list-style-type: none"> ➤ Assisting the project team in daily field activities such as conducting training programs, health camps, surveys, awareness generation activities etc. ➤ Documentation and reporting of project activities. Creating survey templates. ➤ Creating database for project monitoring. 	<p>Students studying/ completed courses in social and development sector. Proficiency in Hindi and or Marathi</p>
<p align="center">Corporate Partnerships</p>	<ul style="list-style-type: none"> ➤ Project research and Module preparation for employee led activities ➤ Project management skills: creation of work plans, milestones tracking, basics of program review activities ➤ Participation in live projects of CSR grants and Workplace Campaigns ➤ Understand and participate in need assessment and diagnostic studies ➤ Project documentation and reporting ➤ Overview of Project monitoring and evaluation 	<ul style="list-style-type: none"> ➤ Desk Research, connecting with NGOs and/ subject experts for relevant inputs and ground work in preparing draft modules for the team ➤ Working along with account managers on identified tasks related to project management ➤ Being part of department program activities- volunteering, office campaigns, field visits. ➤ Data entry, Management and analysis of primary data. 	<p>Proficiency in basic computer skills such as Microsoft Excel and Word. Proficiency in Hindi and or Marathi or Gujarati.</p> <p>Students studying/ completed courses in social sciences/ research methodology.</p> <p>Candidate profile- extrovert, good public speaking and engagement skills; openness to field travel</p>

		<ul style="list-style-type: none"> ➤ Field work like conducting surveys and data collection. ➤ Project documentation ➤ Drafting reports and other documentation as required periodically 	Good command on written language and documentation skills.
Investor Relations	<ul style="list-style-type: none"> ➤ Understanding of the development sector. Learning how different NGOs work on their choice of causes ➤ Research on donor and beneficiary landscape along with due diligence procedures 	<ul style="list-style-type: none"> ➤ Secondary research / data management ➤ Research on companies / NGOs who are potential partners, understanding their work, entering data on the them in formats 	Proficiency in basic computer skills such as Microsoft Excel and Word. Language proficiency English, Hindi will be advantage
Campaigns	<ul style="list-style-type: none"> ➤ Learn how the Philanthropy aspect is maintained under Tata Mumbai Marathon ➤ Social media and communication campaigning to increase fundraising 	<ul style="list-style-type: none"> ➤ Assist the team with communications with regarding TMM. ➤ Communicating with fundraisers/NGOs through email, social media and by making direct phone calls. ➤ Taking queries that come on the TMM helpline, making mailing lists, drafting emails, making social media collaterals 	Students undergoing courses in management or communication. Proficiency in basic computer skills such as Microsoft Excel and Word. Language proficiency English, Hindi. Marathi will be advantage.
Communication	<ul style="list-style-type: none"> ➤ Using visual and written communication in the most effective way for higher impact. ➤ How branding is incorporated through communication. 	<ul style="list-style-type: none"> ➤ Creative ways of presenting written and graphic content ➤ Help with designing graphics for social media, collaterals, etc. 	Students specialising in graphic design, media studies, photography, videography.

	<ul style="list-style-type: none"> ➤ Use of tools like MailChimp, Canva, HootSuite, etc. to improve communication 	<ul style="list-style-type: none"> ➤ Help with creating audio-visual content on our programmes 	
Accounts and Finance	<ul style="list-style-type: none"> ➤ Basic Book Keeping Experience ➤ Bank Reconciliation Statements ➤ Tax compliances 	<ul style="list-style-type: none"> ➤ Assisting the team in issuing of 80Gs ➤ Working on daily bank reconciliation statements ➤ Assisting the team in filing of TDS quarterly returns 	<p>Commerce Graduates – BMS, BAF, B. Com, BBI</p> <p>Proficient Ms office & / Tally</p>

Internship Guidelines

United Way Mumbai (UWM) offers internships to students and young professionals who intend to work in the field of health, environment, livelihood, education, public safety and social inclusion. Following are the guidelines that are required to be followed by interns working with UWM throughout their tenure at the organization.

The minimum duration for internship at United Way Mumbai is 15 working days and 8 hours a day. No internship application will be considered for availability of lesser duration.

Application for internship:

- All applications for internship should be addressed to contact@unitedwaymumbai.org and admin@unitedwaymumbai.org. The applications must be supported with resume. For applicants studying in colleges/ institutes, a letter certifying applicant's availability for internship should be attached.
- The applications should clearly mention the duration of availability, qualification of the candidate/s and areas of interest.
- Shortlisted applicants will go through an interview process post which the decision for acceptance or rejection will be finalized
- **Please note that United Way Mumbai does not offer any stipend/ monetary benefits/ residential accommodation for interns working with the organization.**

Key terms for Institutes:

- All institutes sending intern/s to UWM should allocate a single point of contact (SPOC) responsible to coordinate with UWM internship coordinator (IC).
- Institutes should avoid assigning tasks to the intern which will disturb the internship schedule. Any such commitments which are unavoidable in nature should be communicated to the UWM IC by the institute well in advance.
- Internship applications will be considered for working on UWM programs. Internship will not be considered for student thesis work/ research.

Key terms of interns:

- Interns working with United Way Mumbai are required to comply with all guidelines and policies instituted by UWM. Written declaration in this regard will be required from all accepted applicants before commencement of internship.
- Tenure of internship cannot be modified without consent of the UWM IC and CEO.
- Any breach of conduct identified by UWM will result in immediate suspension of internship and subsequent actions.

Working Guidelines for Interns at United Way Mumbai:

Working Hours

- The office is operational from Monday to Friday with occasional work on Saturdays. Interns need to be available for work on the said dates.
- Office timings are 8 hours between 9 am to 7 pm and interns are required to be available as directed by their UWM team coordinator.
- Any timing changes as directed by the team coordinators need to be followed

Dress code

- All interns need to wear formal clothing from Monday to Thursday. On Friday, interns can wear casuals which include full jeans or trousers, shirt or t shirt without provocative prints/ messages, casual shoes. The United Way Mumbai t shirt will be provided to interns to be worn on field days as guided by UWM team.

Code of conduct

- All interns will follow United Way Mumbai's code of conduct. The same will be part of orientation on Day 1 of internship
- Interns will follow instructions given by their UWM coordinators. Any misbehavior reported will result in immediate suspension of internship followed by due action.
- Interns will adhere to United Way Mumbai's Child Protection Policy and Prevention of Sexual Harassment at Workplace Policy.

Leaves

- All leave applications need to be sent to team coordinators via email. Same has to be informed with the college coordinator.
- Requests made through call, WhatsApp, Text messages or any other form will not be considered unless followed by an email.

Reporting and internship completion

- All interns are required to submit weekly work report to team coordinators followed by a complete internship task report to the UWM Internship Coordinator.
- Internship completion certificate will only be provided post review of the final report.