



## CENTRAL SQUARE FOUNDATION

**Position:** Intern, Government Projects

**Location:** Delhi (can be remote)

**Tenure:** 3 Months (Full-time)

### **About CSF**

Founded in 2012, Central Square Foundation is a non-profit philanthropic foundation working with the vision of ensuring quality school education for all children in India. We are driven by our mission to transform the school education system with a focus on improving the learning outcomes of children, especially from low-income communities.

### **Position Summary**

The Government Projects team is a horizontal team that works with internal and external stakeholders on cross functional projects. The intern should have demonstrated capabilities in project and stakeholder management, as well as excellent oral & written communication skills. The ideal candidate is a self-starter with a bias towards action and the ability to work with ambiguous requirements. The intern will have a steep learning curve and would be expected to hit the ground running on live projects with Government institutions. This is a rotational role and you may be assigned to contribute towards the success of multiple projects.

### **Areas of Work:**

The intern will :

- Prepare structured documents and other collaterals (including presentations, excel sheets etc) as per the requirements for the project
- Prepare progress reports from time-to-time for internal and external reviews
- Project manage and coordinate with stakeholders concerned with various projects
- Analyse publicly available data/ information and provide relevant insights
- Build the social media page and community for a digital learning platform

### **Required Qualifications, Skills and Abilities:**

- Bachelor's or equivalent degree required
- Excellent written and oral communication skills
- Comfortable managing and working with large spreadsheets of data
- Ability to work independently and proactively, with minimal supervision
- 'Can-do' attitude and openness to learn in ambiguous situations

### **Apply:**

Interested candidates can fill the Google form attached: <https://forms.gle/cFbhCJiRF1SbXEhdA>