

WE'RE HIRING

Help us quietly remake the city.

Operations & Growth Manager

Internship · 3 months · Delhi/NCR

Nawazishein Foundation has worked with slum communities across Delhi since 2020. We're looking for one person to help run the whole engine: the volunteers, the field days, the social media, the donors and the events. If you want real responsibility rather than a certificate for making tea, read on.

● SINCE
2020

● RUN BY
4 founders + students

● FIELD DAYS
Every Sunday

FIELD DAY
Sundays

LOCATION
Delhi/NCR

STIPEND
Industry standard

CLOSES
15 Oct 2026

Apply at forms.nawazishein.com

Small kindnesses, given freely.



We are a Section 8 nonprofit registered in Delhi, run by four founders and a rotating crew of student volunteers. Since 2020 we've worked inside slum communities on food, clothing, education drives and festival distributions. Most of our work happens on Sundays, on foot, in the places where it's needed.

"Small kindnesses, given freely, are how a city quietly remakes itself."

What you'll do

Six areas. You won't be handed a script for any of them, and you won't be doing all six perfectly in week one. You will own them.

- **Lead Sunday field drives**
Plan the day, brief the volunteers, run the roster, handle what goes wrong on the ground.
- **Hire and mentor interns**
Screen applications, take interviews with a founder, and look after the people who join.
- **Run our social media**
Shoot and edit reels from the field, plan a monthly calendar, reply to DMs and comments.
- **Manage donations and donors**
Keep records clean, send 80G receipts and thank-yous, and build repeat givers.
- **Plan events and drives**
Venue, permissions, supplies, sponsors, campus awareness sessions, festival distributions.
- **Grow the organisation**
Research CSR partners and grants, write the monthly impact report, suggest new causes and areas.

W H O W E ' R E L O O K I N G F O R

Passion over a perfect CV.

We care far more about whether you'll actually turn up on a hot Sunday in May than about your CGPA. That said, a few things are non-negotiable.

- A college student, preferably 2nd or 3rd year
- Based in Delhi/NCR, and able to be on field every Sunday
- Organised enough to run a day without being chased
- Comfortable talking to people, from a donor to a ten-year-old
- Decent written English and Hindi

Helpful, not essential:

Canva or design, video editing, photography, event experience, fundraising, or a decent Instagram presence of your own.



W H A T Y O U G E T

Grow. Learn. Create real impact.

- Stipend as per industry standards
Paid monthly. We'll discuss the number at the interview.
- Certificate on completing your term
Awarded once you've finished the three months and your field days are confirmed.
- Letter of Recommendation
For those who stay on to six months and 24 field days. Written by a founder, not a template.
- Real leadership experience
You'll be managing volunteers and budgets, not fetching things.
- Direct access to the founders
You report to us. No layers, no waiting a week for a decision.



From form to first Sunday.



1

Apply online

Fill the form at forms.nawazishain.com. Takes about 8 minutes. Keep your resume handy.

2

We read every application

All of them, by hand, by the founders. You'll get an email with your application number straight away.

3

Online interview at 6:00 PM IST

A 30-minute conversation on the date you picked in the form. Two founders, no panel theatrics.

4

Field day trial

You join one Sunday drive before anything is confirmed, so we both know what we're signing up for.

5

Offer and onboarding

Stipend agreed, term confirmed, and you're added to the volunteer system on day one.

GOOD TO KNOW

DURATION

Three months, starting as soon as you can.
Extendable to six.

WEEKLY COMMITMENT

Sundays on field, plus a few hours across the week for social media and coordination.

EXAMS

Tell us your exam dates in the form. We plan around them, it's not held against you.

ATTENDANCE

Logged on our own system with a check-in code, so your hours and certificate are never in dispute.

Ready to make an impact?

Applications close 15 October 2026.

forms.nawazishain.com · nawazishainfoundation@gmail.com