



## **NUR STUDENT LEADERSHIP PROGRAM**

### **Paid Internship Opportunity at Nur Foundation**

Positions: 2

Minimum Qualification: On-going Bachelors

Dates: June 1, 2022 – 31<sup>st</sup> August, 2022 (tentative, subject to change)

Timings: 9 a.m. – 5 p.m. (Monday-Friday)

Last date to apply: May 24, 2022

How to apply: Email your CVs and cover letters to [careers@nurfoundation.org](mailto:careers@nurfoundation.org) and [saman.tariq@nurfoundation.org](mailto:saman.tariq@nurfoundation.org) with subject Communication Intern or Internship Coordinator.

### **About NUR Student Leadership Program:**

The Nur Student Leadership Program (NSLP) is a part of the Fatima Memorial System (FMS) and the Nur Foundation, with one goal in mind to develop a more integrated community. The program is drawn-out and has evolved from the Fatima Memorial Hospital Internship Program which was initially launched in 1995. The program welcomes secondary, undergraduate and graduate students. Over 4000 students from more than 100 schools, colleges and universities have successfully completed the internship program. Through NSLP, structured internships are offered for the students of O Level/Matric, A Level/ Intermediate, Bachelors and above. Various interactive workshops on communication, public speaking, leadership etc. are held as part of this program. The students are also encouraged to engage in community work through Nur community schools where they plan different learning activities with the community students.



## **Position: Internship Coordinator**

The duties include but are not limited to:

- Assisting in Planning and coordination of Nur Student Leadership Program and its activities.
- Facilitating workshops and conducting sessions for students where needed.
- Managing day to day coordination with the students and guest speakers.
- Monitoring attendance and maintaining daily attendance sheets.
- Maintaining files and records of interns, their attendance and assignments.
- Accompanying students on community and field visits.
- Supervising clinical visits of the interns
- Supporting the team with various administrative tasks.
- Communicating important messages and information with interns verbally and through WhatsApp, moderating WhatsApp groups.
- Assist in planning and execution of events related to NSLP
- Any additional tasks assigned by the team

### **Required Skills:**

- ✓ Good communication skills
- ✓ Interest in Public speaking
- ✓ Excellent Problem Solving Skills
- ✓ Ability to work under pressure
- ✓ Proficient with MS office



## **Position: Communication Intern**

The duties include but are not limited to:

- Handling social media pages of NSLP and updating content/stories/posts on Facebook, Instagram and Twitter.
- Designing and editing promotional material for NSLP and content for social media.
- Daily coverage of various activities and workshops through photographs and videos including community visits and clinical visits.
- Conceptualizing ideas and providing creative input where needed.
- Assistance in designing presentations and content writing for reports.
- Generating ideas and conducting interesting workshops if needed.
- Designing and developing content for NSLP newsletter.
- Coordinating with marketing department for website updates.
- Supporting NSLP team with various administrative and communication tasks where needed.
- Promoting NSLP through different platforms online and offline.
- Any additional tasks assigned by the team.

### **Required Skills:**

- ✓ Familiar with camera handling for photography and videography
- ✓ Basic Designing skills
- ✓ Basic video editing skills
- ✓ Good writing skills
- ✓ Understanding of social networking sites and their features
- ✓ Proficient with MS Office