

People and Culture Intern

Sanjhi Sikhiya Foundation | 3–6 months | Tricity / Hybrid
Stipend – To be discussed at offer stage

A team of 100 people working across five districts to transform public education doesn't run on programs alone. It runs on people. That's where you come in!

At Sanjhi Sikhiya, the People & Culture team is the backbone of everything: recruitment, onboarding, engagement, and the everyday work of building a team that believes in what it's doing. As a People & Culture Intern, you won't be filing papers in the background. You will be in the middle of it: coordinating hiring, shaping how new people experience the organisation for the first time and helping build a culture that the team is proud of.

This is a role for someone who is genuinely curious about people, cares about getting the details right, and wants to understand what it takes to build a strong, values-driven team in the social sector.

What you'll actually do:

Support hiring from the inside

- Coordinate interview schedules and manage candidate communication end-to-end
- Maintain recruitment trackers and databases so nothing falls through the cracks
- Support outreach to universities and job platforms to build a strong applicant pipeline
- Assist the hiring team during selection processes and documentation

Make new people feel at home

- Help prepare onboarding kits, decks, and training materials for new hires
- Coordinate the onboarding process so every new team member starts well
- Organise and maintain HR documentation and People & Culture resources

Build the culture, not just talk about it

- Help plan and execute team events, engagement activities and internal celebrations
- Support employee engagement surveys and pulse checks and help make sense of what the responses are actually saying
- Contribute ideas for making the workplace more connected and energising

Support learning across the team

- Assist in preparing materials and logistics for workshops, culture discussions, and training programs
- Maintain records of participation and learning resources so institutional knowledge doesn't get lost

Research and special projects

- Conduct research on HR best practices, engagement initiatives, and policies relevant to the nonprofit sector

- Support the development of HR templates, documentation, and reports
- Assist in implementing new People & Culture initiatives as they come up

Projects you could own:

- Build a structured onboarding playbook for new hires across different roles and teams
- Design and run an employee engagement survey and present findings to the PnC team
- Research and propose a learning & development framework tailored to a growing nonprofit
- Create a university outreach plan to build Sanjhi Sikhiya's talent pipeline in Punjab
- Develop a culture calendar with engagement touchpoints across the year

You'll walk away with:

- **End-to-end HR exposure:** recruitment, onboarding, engagement, and operations, not just one slice of it
- **Real projects with real impact:** work that shapes how the team is built and how it functions
- **Mentorship from the People & Culture team** at an organisation that takes culture seriously
- **A strong foundation** for anyone looking to build a career in HR, organisational development, or the social sector
- **A reference** from a team that will have seen you do meaningful, people-facing work

You're a good fit if you:

- **Genuinely like people and are curious** about what makes teams work well
- Are organised, discreet, and reliable; especially when handling sensitive information
- Can manage **multiple tasks** without losing track of the details
- Are currently pursuing or have recently completed a degree in **Human Resources, Sociology, Psychology, or a related field**
- Want your internship to leave something behind; not just fill a line on your CV

Apply Now:

<https://sanjhi.keka.com/careers/jobdetails/14859>

We cannot promise it will be easy, but we can promise it will be worth it.