

New Initiatives Intern

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

At Sanjhi Sikhiya, New Initiatives is where the most dynamic, ambitious, and untested work happens. If that excites you — read on.

The New Initiatives function operates at the intersection of strategy, field execution, partnerships, and narrative building. It is where new ideas are tested, new platforms are built, and new relationships are formed. Projects span immersive field initiatives like Kirrt Yatra, strategic stakeholder engagement like Advisory Board development, and platforms like The Punjab Dialogues; with more in the pipeline.

As a New Initiatives Intern, you won't be assigned to one function and left there. You will move across workstreams as priorities shift, contribute to real projects, and take ownership of work that matters. The role is designed for someone who is adaptable, proactive, and genuinely energised by the challenge of figuring things out in real time.

What you'll actually do:

Drive project coordination and execution

- Track tasks, timelines, and follow-ups across multiple projects simultaneously
- Support planning and on-ground execution of New Initiatives projects as they evolve
- Ensure accountability and closure across workflows so nothing gets dropped

Engage stakeholders and build partnerships

- Assist in engaging advisors, collaborators, partners, and community stakeholders
- Maintain structured communication and follow-up systems for external relationships
- Support outreach and relationship-building for platforms like The Punjab Dialogues and the Advisory Board

Research, write and communicate

- Conduct research on projects, stakeholders and relevant practices in education and social development
- Prepare concept notes, briefing documents, summaries, and synthesis documents
- Draft external and internal communications, proposals, and narratives
- Support storytelling and narrative building across initiatives and campaigns

Support field and community work

- Participate in and support on-ground coordination for field initiatives like Kirrt Yatra
- Assist in participant experience, logistics, and event execution
- Capture field insights and reflections that feed back into strategy and communication

Document and build institutional knowledge

- Maintain trackers, reports, and project documentation across workstreams
- Capture processes, learnings, and outputs so knowledge is preserved and shared

Projects you could own:

- Build and manage the coordination backbone for Kirrt Yatra; timelines, logistics, participant communication
- Lead stakeholder outreach and follow-up for the Advisory Board development project
- Conduct an ethnographic study of the challenges, needs, and aspirations of young people in rural and urban Punjab
- Produce a working paper or policy brief on education and community development in Punjab
- Design a strategic framework or concept note for a new program vertical under New Initiatives
- Build a knowledge management system that captures learnings from across SS's initiatives

You'll walk away with:

- **Cross-functional experience:** research, coordination, communication, stakeholder engagement, and field work, in one role
- **Real project ownership:** work that goes beyond assistance and into actual accountability
- **Field exposure:** direct experience working on ground-level community initiatives across Punjab
- **Mentorship** from the New Initiatives lead and senior leadership at Sanjhi Sikhiya
- **A strong foundation** for anyone looking to build their own organisation, pursue policy or development work, or lead in the social sector

You're a good fit if you:

- Are pursuing or have recently completed a degree in **social sciences, public policy, management, communications, or any related field**
- Are adaptable and comfortable working in fast-changing, ambiguous environments
- Take ownership; you follow through without being reminded and don't wait to be told what to do next
- Write and communicate clearly, both in writing and in conversation
- Can manage multiple tasks and shifting priorities without losing the thread
- Have a genuine interest in **Punjab, education, and community-driven social change**

A note on how we hire for this role:

We receive applications from people with different strengths ; some are natural executors, some are relationship-builders, and some are deep thinkers and researchers. Based on your profile, experience, and what emerges from the conversation, we will work with you to identify the best fit within New Initiatives: whether that's a Program track (execution and coordination), a Project & Partnerships track (external engagement and stakeholder work), or an Impact track (research, strategy, and narrative). You don't need to decide upfront, we will figure it out together.

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.