

<b>Job Title</b>	Sales Executive (Handicraft)
<b>Purpose &amp; Key responsibilities</b>	<ul style="list-style-type: none"> <li>-Actively seek out new sales opportunities through cold calling, networking and social media.</li> <li>-Set up meetings with potential organisations and clients.</li> <li>-Conduct market research to identify selling possibilities and evaluating customer needs. -</li> <li>Connect with institutions that organize exhibitions and handicraft fairs. -Gather feedback from customers or prospects and sharing it with the internal team for improvement and growth.</li> </ul>
<b>Location</b>	Work from Home. Volunteers will be required to report at Uboontu Foundation once in a week.
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problems.</b>	Ambreen Arun
<b>Time Commitment</b>	Minimum 2 hours per day
<b>Qualification</b>	<ul style="list-style-type: none"> <li>-College Student or Graduate</li> <li>-Communication Skills</li> <li>- Basic knowledge regarding market trends, pricing.</li> </ul>
<b>Incentives</b>	Training, certificates on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.

<b>Job Title</b>	Volunteer (Menstrual Hygiene Management)
<b>Purpose &amp; Key responsibilities</b>	-Attending a workshop on educating children on Menstrual Hygiene Management. -Practicing the same.
<b>Location</b>	Uboontu Foundation New Delhi/Faridabad
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problems</b>	Ambreen Arun
<b>Time Commitment</b>	5 hours for training+10 hours for practice
<b>Qualifications</b>	Graduated Grade 10.
<b>Incentives</b>	Certificate on completion of training and Certificate of Volunteering on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.

<b>Job Title</b>	Volunteer (English Speaking Tutor)
<b>Purpose &amp; Key responsibilities</b>	-Impart English Speaking skills to the children. -Help children develop a basic understanding of English language, Cracking Interview skills, making them job ready -Address individual doubts.
<b>Location</b>	Uboontu Foundation New Delhi/Faridabad
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problems.</b>	Ambreen Arun
<b>Time Commitment</b>	Minimum 2 hrs. per day
<b>Qualification</b>	Good command over English Language
<b>Incentives</b>	Certificate on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.

<b>Job Title</b>	Art and Craft/Music/ Dance/Story-Telling Teacher
<b>What the job or the position is Purpose &amp; Key responsibilities</b>	-Develop children's interests and enhance their abilities through creative activities such as Art, Music and Dance. -Organize story telling sessions with children to stimulate their creative thinking and imagination. -Supervise children during classes and maintain cordial relation with students. -Prepare daily and longer-term lesson plans in accordance with curriculum guidelines.
<b>Location</b>	Uboontu Foundation, New Delhi/Faridabad
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problem</b>	Ambreen Arun
<b>Time Commitment</b>	Minimum 2 hrs. Per Day
<b>Qualification</b>	-Basic expertise in the above-mentioned activities. - Communication skills
<b>Incentives</b>	Certificate on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.

<b>Job Title</b>	Volunteer (Remedial Education)
<b>Purpose &amp; Key responsibilities</b>	-Assist teachers in the classroom. -Help students get individual attention. -Suggest new or alternate methods of teaching. . Create innovative modules for teaching or training our teachers
<b>Location</b>	Uboontu Foundation, New Delhi/Faridabad
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problems.</b>	Ambreen Arun
<b>Time Commitment</b>	Minimum 2 hrs. per day
<b>Qualification</b>	-Minimum Educational Qualification - Graduated Grade 10. -Basic Knowledge of English, EVS and Mathematics
<b>Incentives</b>	Certificate on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.

<b>Job Title</b>	Volunteer (Social Media Marketing)
<b>Purpose &amp; Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Help create and maintain a social media plan</li> <li>• Use social media to promote the activities and achievements of Uboontu Foundation</li> <li>• Keeping our social media channels updated on a frequent basis</li> <li>• Encouraging others to comment on our posts and share them with others</li> <li>• Ensure that communication reaches a wide range of local stakeholders and diverse audience</li> <li>• Develop and manage content for our website and social media, such as Twitter, Pinterest, Facebook &amp; YouTube</li> <li>• Select relevant channels to reach our diverse audiences</li> <li>• Track the effectiveness of our social media work and recommend ways forward.</li> <li>• Test content and review its impact.</li> <li>• Keeping up to date with Uboontu Foundation events and news, and choosing what to promote through our social media feeds</li> <li>• Develop publicity materials and communication techniques to target communities who are under-represented</li> <li>• Visiting our projects and attend our events with a view to writing articles about them on our blog</li> </ul>
<b>Location</b>	Work from Home
<b>Supervision Title of the person to whom the volunteer will report, as well as the procedures for mentoring and dealing with problems.</b>	Ambreen Arun
<b>Time Commitment</b>	Minimum 2 hrs. per day
<b>Qualification</b>	Good command over English Language
<b>Incentives</b>	Certificate on completion of 30 hours. Letter of Recommendation based on quality of work assessed over a minimum of 30 hours.