



**The Bharat Scouts and Guides
National Headquarter, New Delhi**



**Interns - Membership Growth Cell
Job Description**

Position Title	Interns for Membership Growth Cell
Position Concept	Internship – Membership Growth Cell is a Contractual post (Project based), responsible for development of membership growth, communication, records keeping, updating reports to state and National Headquarters, Collect, update and maintain database of information required for Membership Growth Cell, Support State in coordination with National Headquarters for reaching to Institutions.
Principal Responsibilities	<ul style="list-style-type: none">• Maintaining all records related to Membership growth cell.• Prepare periodic reports, newsletters on membership growth collecting and entering membership data in database• Ensure timely delivery of the membership growth services• Communication and coordination with all related work of the Membership Growth with the assigned region.• Dashboards of all districts in line with the States and monitor the progress• Maintenance of accounting and stock books of growth cell items.• Event Management• Support New units OYMS Registration.• Update Growth Records and report to NHQ• Share Reports of training courses, OYMS registration to NHQ timely.• Any other work assigned by the Membership Growth Manager
Term of appointment	Six months, renewable with the coterminous of the Project Grant.
Report to	State Secretary of the respective state where appointed State Growth Coordinators of the Respective State where appointed Growth Manager, Membership Growth, National Headquarters.
Personal Profile	<ul style="list-style-type: none">• Graduation in any stream.• Have a good knowledge of MS Office and Internet;with special skill of PPT presentation.• Able to communicate in English, oral and written form.• Ability to develop project proposals and its implementation.• Ability of write a report.• Have good communication skills.• Preference will be given to Rashtrapati Awardees of BSG or HWB Holders or above.

Name: _____

Signature _____

Recommended By:

Approved By:

MG/PM/24Aug2022