



Volunteer / Intern – Human Resources

About Ummeed:

Ummeed is a non-profit organization providing family-centered care to children with developmental disabilities and their families. Our cross-functional team of professionals provide evidence-based care to these children and their families, based on their needs. Besides running the clinic at Lower Parel, Mumbai, Ummeed also delivers training and is involved in community and advocacy initiatives in the developmental disabilities space.

About “the position” at Ummeed:

The Human Resources department supports the end-to-end life cycle of our employees at Ummeed. We are committed to ensure high employee satisfaction and a great place to work, while achieving the organization’s vision and mission. The HR Intern / Volunteer position is a part- time position for individuals with an eagerness to learn the basics of human resource management in a not-for-profit setting. The role will involve supporting initiatives undertaken by the HR department.

Primary Responsibilities:

1. Assist in recruitment database management and other recruitment activities
2. Support in on-boarding of new employees
3. Assist in planning and execution of employee engagement activities
4. Assist in leave management and tracking attendance data
5. Support the volunteer, intern and observer program
6. Assist in any other HR responsibility assigned from time to time

Minimum Qualifications:

Bachelors in any discipline (HR background preferable) with 0 -1 years of work experience

Essentials Skills Required:

1. Working knowledge of MS Office
2. Excellent spoken and written communication skills
3. Excellent interpersonal and organization skills

Reporting to: Assistant Manager – HR

Others: *Candidates meeting the criteria may email their updated resumes to careers@ummeed.org.*