

Position: Intern – Program Support

Location: Delhi (in-office)

Duration: 3 months (starting December 2025)

About The Udaiti Foundation

The Udaiti Foundation is a Delhi-based not-for-profit organisation committed to accelerating Women's Economic Empowerment (WEE) in India. Guided by the belief that unlocking the full economic potential of women is essential to realising India's growth ambitions, Udaiti has been incubated by The Convergence Foundation (TCF) by Ashish Dhawan.

Udaiti counts Ashoka University, CSF, ILSS, FED, AIP, CSF, CEGIS, CRISP, and CEDA as part of its cohort of foundations driving collective impact—each building lasting institutions to enable systemic change.

The Udaiti Foundation is a mission-driven organisation working to accelerate India's journey towards a \$30 trillion Viksit Bharat by 2047 by unlocking the full economic potential of women. Despite educational gains, women's participation in India's formal workforce remains stalled at ~18%. Udaiti works to shift this reality by shaping demand for quality jobs, strengthening women's enterprise ecosystems, and enabling the public-private architecture needed to drive systemic change in Women's Economic Empowerment (WEE).

Our national goals include increasing India's female labour force participation rate to over 70% and doubling the number of women-owned enterprises by 2047, in line with India's vision for a \$30 trillion Viksit Bharat.

About the Role

The Udaiti Foundation engages with both government and private sector partners to design and implement initiatives that expand women's access to quality work, entrepreneurship opportunities, and enabling infrastructure such as safe housing and mobility.

We are seeking a motivated and detail-oriented **Program Intern** to support ongoing programs and partnerships. The intern will assist in developing presentations, visual collaterals, and concept notes, while contributing to documentation and coordination efforts across teams. This role offers hands-on exposure to the policy and program ecosystem shaping women's economic empowerment in India.

Key Responsibilities

- Support the program team in drafting concept notes, briefs, and other documentation for ongoing initiatives in government engagement and private sector programs.
- Develop visual and communication materials (e.g., Google Slides, Canva presentations) for meetings and outreach.

- Help with data collation, formatting, and presentation of insights for program reviews and discussions.
- Actively participating in the meetings for note taking and collating next steps, in discussion with Program Manager(s)/Senior Program Associate(s)

Qualifications & Skills

- Strong working knowledge of G-suite (Google Slides, Sheets, Docs) and Canva.
- Excellent written and verbal communication skills.
- Ability to design and format visually appealing presentations and collaterals.
- Interest in development programs, public policy, or gender equality initiatives.
- Detail-oriented

Eligibility

Only those candidates can apply who:

1. Are in the last year of their academic program or are fresh graduates.
2. Are available for a full-time, in-office internship in Delhi.
3. Can start the internship from 1st December, 2025 or earlier.
4. Are available for a duration of at least 3 months.
5. Have relevant skills and interests aligned with the role.

While there is no specific academic requirement, candidates with prior exposure to the social/development sector and/or a strong interest in pursuing a career in it will be preferred.

What We Offer

- Opportunity to work on programs advancing women's economic empowerment at scale and developing understanding of WEE concepts
- Exposure to government engagement and private sector partnerships.
- A collaborative work environment and mentorship from experienced program professionals.
- Learning opportunities across Udaiti's ecosystem of partner organisations.

To Apply:

Please send your CV and a brief note expressing your interest to hr@udaiti.org with the subject line "*Application – Program Intern (Udaiti Foundation)*".