



EK PEHEL ANANT TAK - FOUNDATION

WANT TO BE A PART OF OUR TEAM?

[CALLS OPEN FOR 2022 - 23 TEAM]

WE'RE HIRING!

National Executive Board [NEB]

National President
National Vice President
National Treasurer
National Convener
Director of Internal Affairs
Director of External Affairs
National Membership Officer
National Public Relations Officer
National Editor

Zonal Head [ZH]

North Zone
South Zone
East Zone
West Zone

State Executive Board [SEB]

State President
State Vice President

City Executive Board [CEB]

City President
City Vice President
City Membership Officer
City Editor
City Convener
City Creative Head

www.ekpehelananttakfoundation.org

Ek Pehel Anant Tak Foundation

****Calls Open for 2022 - 23 Team****

We call for passionate, dedicated and committed individuals who find themselves qualified to be the part of our large family.

Who can apply?

Open for UG, Intern, PG or Working Professionals

Deadline – 15th February 2022

Please register with the link below:

https://docs.google.com/forms/d/e/1FAIpQLSfIMortZsYxNdEcbn7f7iVcR7Q47pfqcRFDX8xY5qjOXoEohq/viewform?usp=pp_url

Contact Details:

Dr. Utkarsh Mittal – 9897324741

Dr. Tanvee Nagpal – 9818375606

Perks of working with us-

- Addressing social concerns.
 - You get a chance to contribute to the betterment of the society by doing your bit to combat social concerns in our country.
- Profile
 - It adds up to your profile in numerous ways. Be it for admission into top B-schools, IIM, Corporate jobs, a certificate from a recognised NGO will add weight to your profile.
- Growth Opportunities
 - People from diversified backgrounds and heavy competition, you seldom have opportunities to grow at your job at a faster pace.
- Skill development
 - You'll add multiple skills to your profile that are especially good at complimenting technical or quantitative backgrounds.
- Networking
 - You'll improve greatly on your networking abilities and your organisational skill set. You'll work with people from several different backgrounds who are united in their passion for a particular cause.

You can apply to whatever field suits and interests you.

- **NEB - National President**

- National president is the leader of the national team
- Works in close contact with all the team members
- Leadership, management, administrative as well as financial decisions in all events & competitions within a state
- Works with the presidents of other states

- **NEB - National Vice President**

- Works in co-ordination with the entire team
- Helps in executive designs
- Works and aids the president in all events at any level
- Oversee all state events, and take charge in absence of the president

- **NEB - National Treasurer**

- Oversee and present budgets, accounts and financial statements to the president
- Liaise with designated staff about financial matters
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation
- Advise on the organisation's fundraising strategy
- Ensure use of funds complies with conditions set by funding bodies
- Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
- Ensure effective monitoring and reporting
- Prepare and present budgets for new or on-going work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend
- Present regular reports on the organisation's financial position
- Advise on the organisation's reserves and investment policy
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Ensure everyone handling money keeps proper records and documentation

- **NEB - National Convener**

- Manage plan and organize lectures and scientific events
- Comes up with ways to aid in research and continued learning for UG, Intern, PG & Working Professionals.
- Coordinate to national and international speakers
- Arrange for lectures & hands-on demonstration

- **NEB - Director of Internal Affairs**

- They work to ensure a trustworthy and compliant system that operates within set boundaries
- In performing their duties, internal affairs investigators establish communication channels through which they obtain information regarding the conduct of members & volunteers
- They schedule interview sessions with complainants to obtain the facts of the issue
- They also question concerned person to obtain their response to an accusation
- To establish the facts of a case, internal affairs investigators interview witnesses to elicit information or evidence useful in making logical deductions
- As part of their work description, internal affairs investigator analyse the scenario to produce reports of findings

- **NEB - Director of External Affairs**

- Manage alumni relations, plan major events & produce large-scale publications
- Serve as spokesperson for the organization and provide communications counsel to the leadership team, including media crisis management
- Ensure facility to maintain appropriate standards for the code of conduct

- **NEB - National Membership Officer**

- To increase membership drive of EPAT-F in your city
- To interact with students in all colleges tell them about our organization
- Handle the membership and registrations whenever there is an event at EPAT-F
- To work with sponsors
- To come up with ways to promote EPAT-F

- **NEB - National Public Relations Officer**

- Planning publicity strategies and campaigns
- Writing and producing presentations and press releases
- Dealing with enquiries from the public, the press, and related organisations
- Organising and attending promotional events such as press conferences, exhibitions, tours and visits, if any
- Speaking publicly at interviews, press conferences and presentations
- Providing clients with information about new promotional opportunities and current PR campaigns progress
- Analysing media coverage
- Commissioning or undertaking relevant market research
- Liaising with clients, managerial and journalistic staff about budgets, timescales and objectives
- Coordinating with head of all the zones

- **NEB - National Editor**

- Help design posters for the events
- Certificate & Brochure designing
- Managing content areas
- Editing and writing skills

- **ZH – North/ South/ East/ West Zone**

- Planning publicity strategies and campaigns in their respective zones
- Writing and producing presentations and press releases
- Dealing with enquiries from the public, the press, and related organisations
- Organising and attending promotional events in their respective zones
- Speaking publicly at interviews, press conferences and presentations
- Providing clients with information about new promotional opportunities and current PR campaigns progress
- Analysing media coverage in their respective zones
- Commissioning or undertaking relevant market research
- Liaising with clients, managerial and journalistic staff about budgets, timescales and objectives
- Coordinating and reporting to National PR Officer

- **SEB - State President**

- State president is the leader of the state team
- Works in close contact with all the city team members
- Leadership, management, administrative as well as financial decisions in all events & competitions within a state
- Works with the presidents of cities in their state
- Is a representative of all the UG, Intern, PG & Working Professionals of his/her state
- Acts as a connecting link between the city, zonal and the national board

- **SEB - State Vice President**

- Works in co-ordination with the entire team
- Helps in executive designs
- Works and aids the president in all events on inter or intra state levels
- Oversee all state events, and take charge in absence of the president

- **CEB - City President**

- City president is the leader of the city team
- Works in close contact with all the team members
- Leadership, management, administrative as well as financial decisions in all events & competitions within a city
- Is a representative of all the UG, Intern, PG & Working Professionals of his/her city

- **CEB - City Vice President**

- Works in co-ordination with the entire team
- Helps in executive designs
- Works and aids the president in all events on inter or intra city levels
- Oversee all city events, and take charge in absence of the president

- **CEB - City Membership Officer**

- To increase membership drive of EPAT-F in your city
- To interact with students in all colleges tell them about our organization
- Handle the membership and registrations whenever there is an event at EPAT-F
- To work with sponsors
- To come up with ways to promote EPAT-F

- **CEB - City Editor**

- Help design posters for the events
- Certificate, Brochure designing
- Managing content areas
- Editing and writing skills

- **CEB - City Convener**

- Manage plan and organize lectures and scientific events
- Comes up with ways to aid in research and continued learning for UG, Intern, PG & Working Professionals
- Coordinate with national and international speakers
- Arrange for lectures & hands-on demonstration

- **CEB - City Creative Head**

- To lay guidelines protocols and come up with activities and events in the field of fine arts
- Actively plan and promote the events and help in all fine arts events on state and country level
- To help students refine not only their skills but also aid in helping the UG, Intern, PG & Working Professionals cherish the painters, writer, authors and photographers in themselves

