

Co-ordinator – Vidya Chetana & College Relations, Visakhapatnam

# Job Description

We are looking for a young and passionate person fresher (One who engaged in social activities in their college days) or who has at least 1 year work experience, preferably in the social sector to coordinate in the engagement of college volunteers in meaningful social activity. He/she will work with the students, College Management and also on Vidya Chetana Project.

**The task include:**

1. **Vidya Chetana:**

* Vidya Chetana Scholarship Program, which aims to provide scholarship support to students with serious financial constraints to pursue College / Higher education.
* Promoting Vidya Chetana Program to needy children & communities, Help students get registered, Admission guidance for College and Course selections, Coordinate for Values & Volunteering workshops, Career Guidance sessions & Workshops on Soft Skills, 21st Century Skills workshops, Support Employment readiness program for final year students.
* Engage with students to mould them into socially conscious citizens & inculcate volunteering as a way of life.

1. **College Relations work:**

* Promote the spirit of Social Responsibility amongst the local and regional students
* Proactively engage College Students, understand their volunteering needs; propose suitable opportunities.
* Execute College relations annual plan
* Organize and host YFS orientation to college students
* Mobilizing college volunteers for YFS internal volunteering activities
* Reporting and Documentation on weekly, monthly, quarterly and annual basis.

# Selection Criteria

* PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES

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| Location | Visakhapatnam, Andhra Pradesh |
| Age | 21yrs to 35yrs |
| Education | Post Graduate Degree in Social Work (MSW) with Community Organization/Development practice is preferred, Or  Passionate graduate- Degree Holder from a recognized University. |
| Languages needed | English and Telugu |
| Commitment | 1 year to 3 years |
| Work Timing | 9.30am – 6pm –  Able to work flexible hours, including evenings and weekends. |
| Skills | * Excellent communication skills (Written and Oral) in English and conversational skill in Telugu is a prerequisite. * Good documentation and computer skills are essential. Basics of MS Word, Excel, PowerPoint and Use of internet, e-mail, etc. |
| Other requirements | * The person should be ready to travel as the work requires 50% field work. * Passionate about Social Sector |

**If you are interested, please send your resume to** [**hryfs@youthforseva.org**](mailto:hryfs@youthforseva.org) **with subject line “Co-ordinator –Vidya Chetana and College Relations, Vishakapatnam”**