



Coordinator – College Relations, Hyderabad

Job Description

We are looking for a young and passionate professional (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 through meaningful social activities. He/she will work with the students, College Management and NGOs.

The tasks include::

- Promote the spirit of Social Responsibility amongst the local and regional students
- Proactively engage College Students, understand their volunteering needs; propose suitable and opportunities
- Interact with volunteer co-ordinators to understand, identify and document the various volunteering opportunities available
- Coordinate with all verticals within YFS (Health, Education, Environment and Livelihood) to understand, identify and involve students into meaningful internship/volunteering programs.
- Update and Communicate various volunteering opportunities to the College Management on the regular basis
- 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

Location	Hyderabad
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 with rich social service orientation and volunteering experience.
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	<ul style="list-style-type: none">• Excellent communication skills (Written and Oral) in English and conversational skill in Kannada is a prerequisite.• Social and Interpersonal skills to coordinate activities in an Educational Institution cum rural and urban community setup.• Good documentation and computer skills are essential. Basics of MS Word, Excel, PowerPoint and Use of internet, e-mail, etc.
Other requirements	<ul style="list-style-type: none">• 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 with subject line “Co-ordinator –College Relations, Hyderabad”