



Co-ordinator – Corporate Volunteering

Job Description

We are looking for a young and passionate person who has at least 2 years work experience, preferably in the corporate/social sector to coordinate in the engagement of corporate volunteers in meaningful social activity. He/she will work with the CSR teams at Corporates and plan out the activities in various Schools/Tuition centres and/or partner NGOs.

The tasks include:

1. Ideate & bring to fruition ideas for Corp Volunteer Engagement for both virtual as well as a physical volunteering activities across YFS focus areas
2. Work with cross section of teams across YFS to engage Volunteers across our domains
3. Bring on board corporate partners for CSR Programs & Employee Engagement Programs
4. Strengthen existing accounts & work towards building a pipeline of volunteers for YFS Programs
5. Devise budgets for implementation of programs
6. Work with Partner NGOs, Institutions, Govt Hospitals, Govt Schools etc to work out plans to engage volunteers & maintain good working relationships
7. Analytical - Familiar with MS-Office Applications, Building Dashboards & come up with Analytics to present to the National Executive
8. Work with National Executive to attend events, conferences to build networks & liaison with partners from Time to time

Required Skill sets:

1. ***A passion & commitment for solving social problems is a must***
2. ***Decent Verbal & writing skills in English & Kannada (Spoken). Public Speaking skills welcome!***
3. ***Multi-task & People management skills***
4. ***Good Analytical skills***
5. ***Proficient in Data Mining***
6. ***Comfortable in on field work - visiting Govt Schools, NGOs, Institutions, Corporates etc***
7. ***Ability to work with a cross section of teams across locations at the same time***
8. ***Virtual Work Skills - Ability to work remotely yet being able to deliver under deadlines***
9. ***Ability to ideate & think about solving social problems***

If you are interested, please send your resume to hryfs@youthforseva.org with subject line "Co-ordinator –Corporate Volunteering" @ Bangalore / Hyderabad / Delhi



Selection Criteria

Location	Bangalore, Delhi, and Hyderabad
Age	25yrs to 35yrs
Education	A degree in any field
Languages needed	English, Hindi, Telugu and Kannada
Salary	Rs.3.00 L to 3.60 Lakhs / Annum
Commitment	2 year
Work Timing	9am – 6pm, Able to work flexible hours, including evenings and weekends.
Skills	<ul style="list-style-type: none">• Basics of MS Word, Excel, PowerPoint• Use of internet, e-mail, etc.• Ability to talk to new people• Organize events• Oral& written Communication In English• Good presentation skills
Other requirements	<ul style="list-style-type: none">• The person should be ready to travel as the work requires 70% field work.• Passionate about Social Sector

PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES

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