## Project Manager – CSR Projects (Candidate from Karnataka are only Eligible)

### *Job Description*

We are looking for a young and passionate person who has at least 8-10 years of work experience; preferably in the corporate/social sector to co-ordinate/manage the corporate projects at YFS.

**Since the position demands the language proficiency, KNOWLEDGE OF ORAL AND WRITTEN COMMUNICATION IN KANNADA IS VERYMUCH ESSENTIAL.**

The responsibilities include:

* Devising projects / programs in line with YFS’ vision and areas of focus
* Proactively engaging with corporates to build positive relationship and promote YFS programs
* Planning of the programs / projects (including manpower, budget, logistics, etc)
* Build effective team for project execution
* Complete ownership of project execution in line with the plan
* Monitor and tracking of programs/projects; effective monitoring of project goals
* Timely preparation of reports and communication to both internal & external stakeholders
* Project documentation
* Program/project reviews
* Update Project info in monthly AHMs w.r.t report preparation and presentation

### *Selection Criteria*

|  |  |
| --- | --- |
| Age | 35 yrs to 45yrs |
| Education | A degree in any field |
| Languages needed | English, Kannada and local language |
| Location | Bangalore, Karnataka |
| Work Timing | 9am – 6pm, Able to work flexible hours, including evenings and weekends. |
| **Salary**  | * **Rs.3.6L to Rs.4.8L per Annum**
 |
| Skills | * Project Management experience
* 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 | * The person should be ready to travel as the work requires 60% field work.
* Passionate about Social Sector
 |