



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 28yrs
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
Salary	<ul style="list-style-type: none"> • Rs. 1.8L to Rs.2.4L per Annum - based on Experience.
	<ul style="list-style-type: none"> • 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"