Co-ordinator – College Relations, Delhi

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 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 | Bengaluru
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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 Hindi
Commitment | 1 year to 3 years
Work Timing | 9.30am – 6pm – Able to work flexible hours, including evenings and weekends.
Salary | Rs.2.40 Lakhs to Rs.3.24 Lakhs per Annum based on the Experience
Skills | • 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 | • 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”, Delhi
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