Project Co-ordinator – CSR Projects

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 co-ordinate/manage the corporate projects at YFS.

Since the position demands the language proficiency, KNOWLEDGE OF ORAL AND WRITTEN COMMUNICATION IN ENGLISH AND HINDI IS VERY MUCH ESSENTIAL.

The tasks include:

- Planning of the programs/projects (including manpower, budget, logistics, etc)
- Build team for project execution
- Project execution as per the plans/timelines
- Monitor and tracking of programs/projects; effective monitoring of project goals
- Ensure timely preparation of reports
- Interaction with corporates/contractors/vendors etc. and providing timely updates
- Regular meeting with stakeholders
- Project documentation
- Program/project reviews
- Update Project info in monthly AHMs w.r.t report preparation and presentation
- Regular visits to project sites.

Selection Criteria:

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<thead>
<tr>
<th>LOCATION</th>
<th>DELHI</th>
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<tr>
<td>Age</td>
<td>25yrs to 35yrs</td>
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<td>Education</td>
<td>Graduation in any discipline.</td>
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<td>Languages needed</td>
<td>English, Hindi and other local languages</td>
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<td>Commitment</td>
<td>1 year</td>
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<td>Work Timing</td>
<td>9am – 6pm, Able to work flexible hours, including evenings and weekends.</td>
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Salary
- Rs.2.4L to Rs.3.6L 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
- Very Good presentation skills

Other requirements
- The person should be ready to travel as the work requires 70% field work.
- Passionate about Social Sector

If you are interested, please send your resume to hryfs@youthforseva.org with subject line “Project Co-ordinator – CSR Projects”