



YOUTH for seva®

experience the joy of giving

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• The person should be ready to travel as the work requires 60% field work.• Passionate about Social Sector

If you are interested, please send your resume to hbrlr@youthforseva.org with subject line "Projects Manager – CSR Projects"