

Job Description: Designation – Senior Program Coordinator

The Project (A division of Foundation) aims to develop Socially Conscious and Contributing Citizens.

We connect Working Professionals & Adults pursuing higher education with Youth from under-resourced communities through one-on-one mentoring. Through Mentoring, we aim to help build Values and Life & Social Skills; thus enabling Youth to grow into socially conscious and contributing citizens with a sustainable livelihood.

Primary Role Description:

We are looking for a young professional with experience to:

- Manage the Mentoring program on a daily basis
- Build capacity of Mentees (Youth) in the age group of 14 to 18 years in the areas of Values, Life and Social Skills
- Guide & Support Mentors (Volunteers) and enable them to work with the mentees

Key Responsibilities:

- Coordinate between Mentors, Mentees & their Parents, and NGO partners to ensure that mentoring sessions take place smoothly
- Guide Mentees from Junior College (Grade 11) to plan & execute Social Development Projects
- Developing & implementing intervention strategies to build capacity and ensure knowledge enhancement among Mentors, Mentees and other stakeholders
- Ensuring program objectives are achieved during the course of mentoring
- Monitor and evaluate effectiveness of the mentoring program
- Maintain records and create a database for analysis of the program

Key Requirements:

- Passionate about working in the Social Sector with teenagers & young adults
- Experience in conducting short sessions/workshops on Soft skills with Youth & Adults
- Expertise in managing community development projects
- Openness to work with people from different socio-economic backgrounds
- Self-motivated individual with the ability to take initiatives
- Good critical thinking and decision-making skills
- Strong Communication skills – oral and written
- Ability to plan & organise work, multi-task, and work independently
- Natural flair to build relationships and work in teams

Educational Background: Graduate/Post graduate from streams related to Bachelors in Social Work (BSW)/Masters in Social Work (MSW)/Management Studies/Social Entrepreneurship or any other streams with relevant work experience

Languages: Fluency in English is a must along with working knowledge of either Hindi or Marathi

Work Experience: Minimum 3-8 years in either Social or Corporate Sector, CSR, Education, Training, Team lead, Program Coordination, Operations Management

Sectors: Non-profit, Corporate, Education, Livelihoods, Training

Desired start date: As soon as possible

Salary: 5.40 lakhs p.a. to 8.40 lakhs p.a.

Location: Mumbai

Travel: Within Mumbai

To apply: Write to contact@pmspl.net.in

For more information: Please contact on this mail: contact@pmspl.net.in