

Job Description

About the Role: Lead Placement Support

The Lead – placement support will play a critical role in enabling final year fellows to successfully transition into meaningful post-fellowship pathways. This includes building awareness of the ecosystem, creating access to employment and higher education opportunities, and ensuring fellows are well-prepared to take their next step as young change leaders.

This role focuses on supporting the designing and driving of a structured, year-long placement support journey, while working closely with internal teams and external partners to create high-quality opportunities for fellows. The candidate will be working with 1 placement support team member & all other Program Managers closely.

Roles and Responsibilities:

- **Placement Strategy & Journey:** The candidate will design and lead a year-long placement journey for fellows — from building awareness about career options to helping them access the right opportunities. This also means regularly reviewing what's working and improving the approach based on fellow needs and trends in the sector.
- **Training & Exposure:** The candidate will plan and deliver sessions that prepare fellows for careers, higher education, and the broader social sector ecosystem. This includes facilitating leadership connections and exposure sessions that help fellows explore diverse career pathways and make informed decisions about their future.
- **Partnerships:** The candidate will build and manage relationships with 100+ organizations to create a strong pipeline of placement opportunities including jobs, internships, and exposure visits that fellows can access during and after their fellowship.
- **Fellow Support:** The candidate will work closely with Program Managers to guide 30+ fellows through their post-fellowship journey. This means ensuring every fellow receives the right guidance and support to navigate their next step confidently.
- **Placement Outcomes:** The candidate will drive towards 100% placement for all fellows by tracking readiness, monitoring outcomes, and building strong systems that ensure consistent and measurable results year on year.

Educational Qualification / Experience:

- Educational Degree : Under Graduate/Post Graduate degree in any discipline.

- Volunteering experiences or any Fellowship experience would be an advantage
- Relevant Experience(in years) : 1- 3 years

Knowledge & Skill sets required:

- Strong interest in career development, youth leadership, and ecosystem building
- Familiarity with program planning and execution
- Ability to track and iterate based on data and feedback
- Comfortable facilitating sessions for groups of 20–50 people
- Awareness of the non-profit sector landscape
- Strong written and verbal communication for outreach

Others:

- Scope : Full Time
- Age Criteria : None
- Reporting to : Divya Mani
- Salary Range: 5.5 - 6 Lakhs
- Expected Start Date: Immediate
- Location: Chennai / Coimbatore

Please share your resume at: contact@pmspl.net.in