



# YOUTH for seva®

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## 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
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	<b>Rs.2.40 Lakhs to Rs.3.24 Lakhs per Annum based on the Experience</b>
Skills	<ul style="list-style-type: none"><li>• Excellent communication skills (Written and Oral) in English and conversational skill in Kannada is a prerequisite.</li><li>• Social and Interpersonal skills to coordinate activities in an Educational Institution cum rural and urban community setup.</li><li>• Good documentation and computer skills are essential. Basics of MS Word, Excel, PowerPoint and Use of internet, e-mail, etc.</li></ul>
Other requirements	<ul style="list-style-type: none"><li>• The person should be ready to travel as the work requires 50% field work.</li><li>• Passionate about Social Sector</li></ul>

If you are interested, please send your resume to [hryfs@youthforseva.org](mailto:hryfs@youthforseva.org) with subject line “Co-ordinator –College Relations”, Delhi



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Delhi