



# YOUTH for seva®

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## 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 VERYMUCH 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:

|                    |  |
|--------------------|--|
| LOCATION           | DELHI  |
| Age                | 25yrs to 35yrs   |
| Education          | Graduation in any discipline.  |
| Languages needed   | English, Hindi and other local languages   |
| Commitment         | 1 year   |
| Work Timing        | 9am – 6pm,<br>Able to work flexible hours, including evenings and weekends.  |
| Salary             | • <b>Rs.2.4L to Rs.3.6L per Annum</b>  |
| Skills             | <ul style="list-style-type: none"><li>• Project Management experience</li><li>• MS Word, Excel, PowerPoint</li><li>• Use of internet, e-mail, etc.</li><li>• Ability to talk to new people</li><li>• Organize events;</li><li>• Oral&amp; written Communication In English</li><li>• Very Good presentation skills</li></ul> |
| Other requirements | <ul style="list-style-type: none"><li>• The person should be ready to travel as the work requires 70% 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 “Project Co-ordinator – CSR Projects”