



## Assistant Manager\_Vidya Chetana, Bengaluru

### Job Description

We are seeking a proactive and passionate individual with a demonstrated interest in the social sector. The role will manage the end-to-end operations of the Vidya Chetana Scholarship Program in Bengaluru, managing student support, donor engagement, and program outcomes. This role requires strategic thinking, program coordination, and team collaboration to ensure the project's goals are achieved.

### Key Responsibilities

- Oversee the entire scholarship lifecycle – outreach, application management, screening, selection, and disbursement of scholarships.
- Monitor student progress and ensure timely reporting of program outcomes.
- Coordinate with corporate donors and partners for reporting, updates, and volunteering activities.
- Assist in preparing impact reports, presentations, and success stories for donors and stakeholder.

**Requirement ::** PREFERENCE WILL BE GIVEN TO LOCAL CANDIDATES

Location	Bengaluru
Age	30 yrs to 35yrs
Education	Bachelor's degree Bachelor's degree (B.E/B.Com/BCA or equivalent)
Languages needed	English, Hindi and Kannada
Commitment	2 year to 4 years
Work Timing	9.30am – 6pm, Able to work flexible hours, including evenings and weekends.
Skills	Strong program management and documentation skills Excellent communication (English, Hindi & Kannada) and stakeholder management abilities. Proficiency in Google Workspace, MS Word, Excel, PowerPoint; familiarity with Canva/Adobe Photoshop preferred. Ability to analyze data and prepare concise reports
Other requirements	Willingness to travel occasionally. Commitment to the social sector and passion for student development.