



Youth for seva[®]
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Regional Volunteer Management Co-ordinator

Job Description

We are looking for a young and passionate person to manage the response of eager volunteers. We are in need of a capable individual who can understand the Vision & Mission of YOUTH FOR SEVA & channelize the volunteers. We are looking for an individual who can blend well with people, is efficient, effective and is determined to help YOUTH FOR SEVA achieve its mission for the coming years.

This individual should also maintain various chapters present across Northern India and strive to scale up the chapters as well as volunteers in this region.

Responsibilities:

- Create a workable short & medium term plan for all the chapters in the North Region
- Build and keep the teams together
- Track the progress against the plans working with the local & national teams
- Focus Volunteer management activities in all chapters
- Support CSR projects as applicable
- Cultivate individual donors
- Build rapport with other NGOs and complimenting agencies
- Travel to all the chapters on a regular basis

Competencies:

- Inspire / Motivate young volunteers
- Project planning & execution
- Mentor and guide the chapter coordinators
- Good written and oral communication
- Administration, Finance & Accounts
- Program/project reviews
- Update Project info in monthly AHMs w.r.t report preparation and presentation

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If you are interested, please send your resume to hryfs@youthforseva.org with subject line



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Selection Criteria

Age	30 yrs to 40 yrs
Education	A degree in any field
Languages needed	English, Hindi and any other local language
Salary	Rs.5.4L to Rs.6.00L /Annum
Commitment	3 years
Work Timing	9:30am – 6pm, Able to work flexible hours, including evenings and weekends.
Skills	<ul style="list-style-type: none">• Project Management experience• MS Word, Excel, PowerPoint• Use of internet, e-mail, etc.• Ability to talk to new people• Organize events• Oral & written Communication In English• Good presentation skills
Other requirements	<ul style="list-style-type: none">• The person should be ready to travel as the work requires 60% field work.• The person should be willing to travel across all the chapters that are being managed.• Passionate about Social Sector

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