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Job Description

Project Coordinator – CSR Projects (Delhi NCR)

Location: Delhi NCR

Reporting to: Regional Manager / Senior Manager – CSR Projects (North)

Employment Type: Full-Time

CTC Range: ₹3.60 – ₹4.20 LPA

Position Overview:

Youth for Seva is seeking a dynamic and committed person who has at least 2-3 years' work experience in the field of CSR Project execution for the post of Project Coordinator – CSR Projects to oversee and execute corporate-supported projects across Delhi NCR. The role demands strong coordination skills, stakeholder management, field engagement, and structured reporting to ensure timely and high-quality program delivery.

This position involves approximately 50%-60% field engagement and requires proactive communication with corporate partners, schools, vendors, volunteers, and community stakeholders.

The Tasks include

SN	Key Responsibilities	Particulars
01	Project Execution & Implementation:	<ul style="list-style-type: none">Execute CSR projects as per approved plans, timelines, and budgets.Coordinate with internal teams for seamless project roll-out.Ensure adherence to defined deliverables and quality standards.
02	Monitoring & Evaluation:	<ul style="list-style-type: none">Track program progress through structured monitoring tools.Conduct regular field visits to project sites.Measure project outcomes against KPIs.Identify risks and recommend corrective actions.
03	Reporting & Documentation:	<ul style="list-style-type: none">Prepare and submit timely project reports/updates (internal & external).Maintain project documentation, MIS, and beneficiaries' databases.Support preparation of presentations and updates for AHMs/monthly review meetings.Ensure compliance documentation for CSR partners.
04	Stakeholder Management:	<ul style="list-style-type: none">Act as the primary point of contact for corporates, contractors, and vendors, etc.Conduct regular review meetings with stakeholders.Provide structured progress updates to CSR partners.Support relationship-building efforts with donors and partners.
05	Event & Activity Coordination:	<ul style="list-style-type: none">Organize CSR engagement activities, volunteering drives, and events.Coordinate logistics, vendor management, and on-ground execution.

Selection Criteria:

SN	Criteria	Requirements
01	Location:	Candidates from Delhi NCR only
02	Age:	25yrs to 35yrs
03	Education:	Graduation in any discipline.
04	Languages:	Excellent oral & written proficiency in English and Hindi.
05	Experience:	2-3 years (Corporate / Social Sector)
06	Commitment:	Minimum 2-year commitment preferred.



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Key Competencies:

- Strong project coordination & execution skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Good understanding of MIS and reporting systems.
- Excellent communication and presentation skills.
- Ability to independently manage field operations.
- Event coordination capability.
- High ownership and accountability.

Work Schedule:

- 09:30 AM to 06:00 PM
- Flexibility required for evenings/weekends (project needs-based).

Other Requirements:

- Willingness to travel extensively (approx. 60% field work).
- Passion for social development and community engagement.
- Ability to work in a fast-paced, impact-driven environment.

The interested candidates can send their CV/Resume to recruitments@youthforseva.org and csrnorth@youthforseva.org with the subject line “**Project Coordinator-CSR Project (Delhi NCR)**”