



Coordinator– CSR Projects

Job Description

Youth for Seva is seeking a dynamic and motivated individual to join our team as the Coordinator to coordinate projects across domains (Education, Environment, & Livelihood). The role involves end-to-end coordination, monitoring, and execution of projects ensuring quality implementation and measurable impact. The ideal candidate should possess strong field execution capabilities & stakeholder coordination, along with a passion for social impact. This role requires very good organizational, communication, and interpersonal skills.

Roles & Responsibilities:

Project Execution / Implementation

- Support smooth execution of the project activities as defined by the Project Manager.
- Conduct regular site visits for monitoring and quality assurance.
- Coordinate with stakeholders, including corporates/donors/sponsors, partner NGOs, community members.
- Ensure adherence to the committed activities, timelines, and budgets throughout the project lifecycle.

Team Management

- Coordinate and support the team member such as field assistants.
- Provide ongoing support and capacity-building to the project team.
- Monitor team performance and ensure alignment with project goals.

Stakeholder Engagement

- Facilitate coordination and collaboration between various stakeholders involved in the project.
- Maintain effective communication with internal teams.
- Address field-level challenges and support timely issue resolution.
- Organize regular meetings with stakeholders to ensure alignment and address challenges.

Monitoring and Evaluation

- Track project progress across various activities and outcome/impact indicators.
- Provide timely inputs for status reports, presentations, documentation, and project updates.
- Maintain records related to project activities and monitoring.

Communication and Reporting

- Maintain clear and effective communication with all stakeholders.
- Present project updates, challenges, and successes during periodic reviews.
- Provide inputs for case studies, success stories, and other documentation for knowledge sharing.

Risk Management

- Follow risk mitigation approaches as suggested by the project manager.
- Ensure compliance with organizational policies and funding requirements.





Qualifications and Skills

Selection Criteria

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Age	25 yrs to 30 yrs
Education	<ul style="list-style-type: none">• Bachelor's degree or Master's degree in Social Work (MSW), Education, Environment or related field.
Experience	<ul style="list-style-type: none">• Minimum 2–3 years of experience in managing Education, Environment or Livelihood related projects.• Proven track record of working with NGOs, government programs
Languages needed	<ul style="list-style-type: none">• Fluency in Kannada, English & Telugu (written and spoken)
Commitment	<ul style="list-style-type: none">• Min. 2 years
Salary and Benefit	<ul style="list-style-type: none">• Rs.2.5 L to Rs.3 L per Annum based on experience and qualifications.• Travel allowance and per diems for field visits.• Opportunity to make a significant impact on the community being served.
Work Timing	9:30 am – 6:00pm, Able to work flexible hours, including evenings and weekends.
Location	Bengaluru
Skills	<ul style="list-style-type: none">• Strong project management skills, including planning, execution, and monitoring.• Excellent communication and interpersonal skills for stakeholder engagement.• Proficiency in data analysis and report writing.• Familiarity with participatory methods and rights-based approaches.• Ability to manage budgets and financial reporting.
Other requirements	<ul style="list-style-type: none">• Min. 2 to 3 years' experience in a coordinator-level position• The person should be ready to travel as the work requires 30–40% field work.• Work timing will be 9.30 AM to 6.00PM

If you are interested, please send your resume to recruitments@youthforseva.org with subject line "Coordinator – CSR Projects"