



YOUTH for seva[®]
experience the joy of giving

Corporate Coordinator (Mumbai / Pune)

Job Description

YOUTH FOR SEVA is committed to be at the helm of inspiring a nationwide volunteering movement. To manage the Corporate Network and related programs of NGO, we need a “Corporate Coordinator” with experience in similar role.

We invite applications from suitable candidates for the position of “**Corporate Coordinator**” at Youth for Seva. This position demands that the candidate be a highly self-motivated, independent, creative and enterprising individual.

Responsibilities:

1. Ideate & bring to fruition ideas for Corp Volunteer Engagement for both virtual as well as a physical volunteering activities across YFS focus areas (Education, Health, Livelihood & Environment).
2. Work with cross section of teams across YFS to engage Volunteers across our domains.
3. Bring on board corporate partners for CSR Programs & Employee Engagement Programs.
4. Strengthen existing accounts & work towards building a pipeline of volunteers for YFS Programs
5. Devise budgets for implementation of programs
6. Work with Partner NGOs, Institutions, Govt Hospitals, Govt Schools etc to work out plans to engage volunteers & maintain good working relationships
7. Analytical - Familiar with MS-Office Applications, Building Dashboards & come up with Analytics to present to the National Executive
8. Work with National Executive to attend events, conferences to build networks & liaison with partners from Time to time.

Skills Set required:

- Passion & commitment for solving social problems is a must
- Decent Verbal & writing skills in English & Kannada (Spoken). Public Speaking skills welcome!
- Multi-task & People management skills
- Good Analytical skills & Proficient in Data Mining
- Comfortable in on field work - visiting Govt Schools, NGOs, Institutions, Corporates etc
- Ability to work with a cross section of teams across locations at the same time
- Virtual Work Skills - Ability to work remotely yet being able to deliver under deadlines
- Ability to ideate & think about solving social problems

If you are interested, please send your resume to recruitments@youthforseva.org with subject line “Corporate Coordinator (Mumbai / Pune)”



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Eligibility

Age	35 yrs. to 45 yrs.
Location	Mumbai / Pune
No. of Positions	1
Experience	7 Years to 10 years in the areas of Corporate Relations
Education	Master's degree in Social work, Technical or in another field
Languages needed	English, Hindi and/or any other local languages
Commitment	5+ years
Salary	Rs. 3.5 Lacs to Rs. 4.2 Lacs per annum
Work Timing	9:30 am – 6.00 pm, 5.5 days a week.

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