



youth for seva[®]
experience the joy of giving

Placement Coordinator – Skill Development Centre (SDC) – Hyderabad

Job Description

Location: Hyderabad

About the Program

The Skill Development Centre (SDC) by Youth for Seva provides free training to youth, freshers, job seekers, and women restarting their careers. The program offers courses in Basic Computer Skills, MS Office, Python, Data Analytics, Digital Marketing, AI Tools, Soft Skills, and Employability Skills.

Role Summary

The Placement Coordinator will be responsible for mobilizing suitable candidates, supporting them throughout the training, and helping them secure employment opportunities through placements, job fairs, and employer partnerships.

Key Responsibilities

- Mobilize and enroll eligible job seekers for SDC training programs.
- Build and maintain relationships with companies, HR consultants, and recruitment agencies.
- Identify suitable job opportunities and coordinate placements for trained beneficiaries.
- Organize and coordinate job fairs, placement drives, and employer interactions.
- Support beneficiaries in preparing resumes and improving interview skills.
- Guide beneficiaries in creating and using professional profiles on LinkedIn, Indeed, Naukri, and other job portals.
- Conduct career guidance sessions and help candidates choose suitable career paths.
- Track placements and regularly follow up with placed candidates.
- Maintain placement records and submit monthly reports.

Eligibility

- Graduate in any discipline.
- **Minimum 1 year of experience** in placement coordination, recruitment, HR, or career guidance.
- Good communication and networking skills.
- Basic knowledge of job portals such as LinkedIn, Indeed, and Naukri.
- Ability to interact confidently with employers and candidates.

Preferred Skills

- Good interpersonal and coordination skills.
- Ability to motivate and guide job seekers.
- Basic computer knowledge and proficiency in MS Office.
- Passion for working in the social sector and supporting youth employment.

Regd. office : "Jnanagiri", 75/76, 4th Cross, 2nd Main, Soudamini Layout, Konanakunte, Bengaluru - 560062

Phone Number – 6362237290 | Email ID – recruitments@youthforseva.org

www.youthforseva.org