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Student Coordinator, Vidya Chetana

Job Description

Youth For Seva (YFS) is looking for a passionate, proactive, and people-oriented Student Coordinator – Vidya Chetana to strengthen student engagement across our scholarship program. The role involves working closely with students, regional teams, donors, alumni, and internal stakeholders to ensure holistic student support, meaningful engagement, and effective program implementation..

Roles & Responsibilities:

- **Student Outreach & Engagement**
Coordinate student orientation sessions, engagement activities, and need assessments to ensure continuous support and meaningful participation across regions.
- **Regional Coordination**
Work closely with regional teams to strengthen core teams, facilitate regular follow-ups, and ensure smooth execution of program activities.
- **Student Data & Documentation**
Maintain accurate student records, collect relevant program data, and support reporting and documentation requirements.
- **Home Visits**
Coordinate and facilitate home visits of scholars and core team members to strengthen relationships and monitor student progress.
- **Alumni Engagement**
Build and nurture the alumni network by driving engagement initiatives and encouraging continued participation in the program.
- **Donor Coordination**
Facilitate meetings between student beneficiaries and donors, ensuring effective communication and coordination.
- **Impact Documentation**
Capture student success stories, testimonials, and other impact narratives to showcase the outcomes of the program.
- **Cross-functional Collaboration**
Collaborate with internal teams to support program implementation and ensure seamless coordination across functions.



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Qualifications and Skills

Selection Criteria

The ideal candidate is someone who enjoys working directly with students, believes in the transformative power of education, and can build meaningful relationships with beneficiaries, volunteers, donors, and regional teams. They should be highly organized, adaptable, empathetic, and committed to creating a positive impact in the lives of young scholars through effective coordination and engagement.

Education	Bachelor's degree in Social Work, Education, Psychology, Management, or any relevant discipline. A Master's degree is an added advantage.
Experience	3 to 4 Years
Languages needed	English, Kannada, Hindi
Salary and Benefit	3LPA to 4LPA
Work Timing	9:30 to 6:30, 5.5 Days a week
Location	Bengaluru
Skills Required	● Strong communication and interpersonal skills. ● Excellent coordination and stakeholder management abilities. ● Proficiency in MS Office and digital collaboration platforms. ● Good organizational and documentation skills. ● Ability to work independently and as part of a team.
Other Requirements	● Willingness to travel for student visits, orientations, and program activities. ● Passion for working with students and contributing to the education and development sector. ● Adaptable, proactive, and committed to Youth For Seva's mission and values.

If you are interested, please send your resume to recruitments@youthforseva.org with the subject line "Your Name_Applying for the Role of Student Coordinator, Vidya Chetana" OR Apply through our Youth For Seva Careers Page.