



youth for seva[®]
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Executive Assistant, Founder's Office.

Job Description

Youth For Seva is looking for a dynamic, committed and highly organised Executive Assistant to the Founder. The role will work closely with the Founder to support organisational priorities, strengthen coordination with key stakeholders, and ensure that ideas, decisions and commitments are translated into timely and effective action. The ideal candidate will be proactive, resourceful and comfortable working in a fast-paced, purpose-driven environment.

Roles & Responsibilities:

- **Calendar & Priority Management**
Manage the Founder's calendar, appointments, priorities, travel schedules, and day-to-day commitments to ensure effective utilisation of time.
- **Stakeholder Coordination**
Coordinate with senior stakeholders, internal teams, partners, and external organisations on behalf of the Founder, ensuring timely communication and follow-up.
- **Meeting & Follow-up Management**
Coordinate meetings, prepare agendas and relevant materials, document key action points, and track follow-ups to ensure timely closure.
- **Project & Initiative Support**
Support the Founder on key organisational projects, strategic initiatives, and special assignments through research, coordination, documentation, and execution.
- **Research & Documentation**
Conduct research, compile information, prepare briefs, presentations, reports, and other documents to support the Founder's decision-making and engagements.
- **Communication Support**
Assist with correspondence, presentations, communication material, and other requirements related to the Founder's internal and external engagements.
- **Technology & AI Enablement**
Use technology, AI tools, and digital platforms creatively to improve productivity, research, communication, coordination, and execution.
- **Travel & Event Coordination**
Coordinate logistics for meetings, events, conferences, and field visits, and travel as required to support the Founder's engagements.
- **Proactive Support**
Anticipate the Founder's requirements, identify potential gaps or follow-ups, and take ownership of tasks to ensure smooth execution of priorities.
- **Confidentiality & Discretion**
Handle sensitive information and communications with a high degree of professionalism, confidentiality, maturity, and discretion.



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Qualifications and Skills

Selection Criteria

The ideal candidate is someone who is proactive, organised, and comfortable working closely with senior leadership in a fast-paced, purpose-driven environment. They should have excellent communication and coordination skills, strong attention to detail, the ability to anticipate needs and take ownership, and a genuine commitment to social impact. The candidate should also be comfortable using technology and AI tools to improve efficiency and execution.

Education	Bachelor's degree in any relevant discipline. A Master's degree or relevant professional qualification is an added advantage.
Experience	Minimum 2 to 3 Years
Languages needed	English, Kannada, Hindi
Work Timing	9:30 to 6:30, 5.5 Days a week
Location	Bengaluru
Skills Required	● Excellent verbal and written communication skills. ● Strong organisational, coordination, and time-management abilities. ● Excellent stakeholder management and interpersonal skills. ● Strong proficiency in MS Office, digital collaboration platforms, and productivity tools. ● Proficiency in AI tools and the ability to use them creatively for research, communication, and execution. ● Strong research, documentation, and presentation skills. ● Strong problem-solving, follow-up, and execution skills.
Other Requirements	● Willingness and flexibility to travel for meetings, events, conferences, and field visits as required. ● Ability to work in a fast-paced and dynamic environment with changing priorities. ● Proactive approach with a strong sense of ownership and accountability. ● Passion for social impact and alignment with 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 Executive Assistant, Founder's Office" OR apply through our Youth For Seva Careers Page.