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Coordinator - Environment Projects

Bengaluru

Job Description

As a **Coordinator for Environment Projects**, you will coordinate Youth for Seva's environmental initiatives across assigned locations. You will work with volunteers, schools, NGOs, communities, and other partners to plan and execute activities such as tree plantation drives, clean-up drives, waste management initiatives, and environmental awareness programmes.

Roles & Responsibilities:

- Plan and coordinate environmental programmes and field activities.
- Mobilise, engage, and nurture volunteers for environmental initiatives.
- Build and maintain relationships with schools, NGOs, communities, and other partners.
- Identify and develop new opportunities for environmental initiatives.
- Organise activities such as tree plantation drives, clean-up drives, waste management initiatives, and awareness campaigns.
- Coordinate field-level activities, logistics, and volunteers to ensure smooth execution.
- Provide volunteers with appropriate orientation, guidance, and support for programme activities.
- Monitor activities and maintain records, photographs, participation data, and basic reports.
- Collect volunteer feedback and identify opportunities to improve volunteer engagement.
- Support the development, expansion, and effective implementation of YFS environmental programmes.

Qualifications and Skills

Selection Criteria

- Bachelor's degree in any discipline. A qualification in Environmental Science, Social Work, or a related field is an advantage.
- **0-2 years** of experience in environmental programmes, community engagement, volunteer management, or the social sector.
- Strong communication and interpersonal skills.
- Ability to build relationships and coordinate with diverse stakeholders.
- Good planning, organisational, and coordination skills.
- Proficiency in **English and Kannada** is preferred; Hindi or other regional languages are an advantage.
- Comfortable using MS Office, Google Workspace, and basic digital tools.
- Willingness to travel and work in the field.
- Passion for community engagement, volunteer development, and creating meaningful environmental impact.



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Education	BSW or MSW or Any Other Relevant Degree
Experience	● 0 to 2 Years of experience in environmental projects. ● NGO or non-profit sector experience is preferred.
Languages needed	English, Kannada, Hindi.
Location	Bengaluru, Karnataka
Skills Required	● Project management: Overseeing projects from planning to execution ● Microsoft Office: Proficiency in Word, Excel, and PowerPoint. ● Digital literacy: Effective use of internet and email ● Communication: Strong oral and written skills in English ● Interpersonal skills: Ability to interact with new people. ● Event organization: Planning and executing events ● Presentation skills: Delivering engaging presentations. ● The person should be ready to travel as the work requires 60% field work.
Other Requirements	● Passionate about Social Sector ● Interest to learn and grow. ● Open to working on weekends.

If you are interested, please send your resume to recruitments@youthforseva.org with the subject line “Your Name_Applying for the Role of Coordinator - Environment Projects” OR apply through our Youth For Seva Careers Page.