

Community Coordinator / Intern

As a Community Coordinator / Intern, you will be the first point of contact between the community members / beneficiaries and the organisation. You should be comfortable interacting with members from disadvantaged communities. You will be actively involved in all day-to-day activities involving the community members and beneficiaries. You should be able to undertake extensive fieldwork.

Roles and responsibilities

- a. Identification and filtration of prospective beneficiaries (women, youth and children) for community centric programmes
- b. Coordinating with programme beneficiaries (women, youth and children) on a regular basis
- c. Participating in awareness creation introductory meetings/workshops for introducing programmes to community members
- d. Follow-ups with entrepreneurs and beneficiaries to track progress of enterprises and interventions
- e. Supporting new and existing enterprises through market visits and participation in events
- f. Motivating existing and new entrepreneurs to successfully operate their enterprises
- g. Ensuring all data and information is collected and stored as per requirements
- h. Providing all relevant support to other team members
- i. Arranging and sharing all required information and data with supervisors

Requirements

- Excellent Hindi communication skills and basic English language skills
- Working knowledge of MS-Office
- Strong desire to work with vulnerable communities
- Eagerness to learn and grow professionally
- Ability to manage field activities with the support of team members
- Familiarity with community engagement and mobilization as well as knowledge of grassroots level work
- Graduate in any discipline
- Resident of Uttam Nagar preferred

Compensation, location and work hours

- Remuneration: Rs. 8,000/- per month
- Duration: One year internship / contract, to be renewed annually
- Location: Uttam Nagar, West Delhi
- Work hours: 10:00 am to 6:00 pm (Mondays to Fridays)

If you are interested in the above position, send in your updated resume to contact@arunasocialventures.org