

## **Development Associate**

As a Development Associate, you will be the bridge between the community members / beneficiaries and the organisation. You will be actively involved in all day-to-day activities involving the community members and beneficiaries. Your work will span both social and economic interventions, and will require a deep understanding of not only the targeted communities but of the prevailing market/industry sentiments as well.

### **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. Assist in providing business start-up and scale-up support to both new and existing enterprises through market visits/participation in events, meetings with external agencies and sharing of ideas and mentoring/counselling sessions with the entrepreneurs
- f. Assist in identifying and connecting with external agencies for imparting skill training, supply of raw materials and sales of finished goods
- g. Taking training sessions with the existing and prospective entrepreneurs
- h. Coordinating between team members and community members for successful implementation of training sessions
- i. Motivating and counselling existing and new entrepreneurs to successfully operate their enterprises
- j. Ensuring all data and information is collected and stored as per requirements
- k. Providing all relevant support to other team members
- l. Arranging and sharing all required information and data with supervisors

### **Requirements**

- Excellent English and Hindi communication skills
- Ability to write reports and prepare presentations
- Proficient in MS-Office and undertaking research on the internet
- Strong desire to work with vulnerable communities
- Ability to lead and manage field activities with the support of team members
- Familiarity with community engagement and mobilization as well as knowledge of grassroots level work
- Bachelor's degree in any discipline

**Compensation, location and work hours**

- Remuneration: Rs. 12,000/- per month
- Duration: One year 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](mailto:contact@arunasocialventures.org)