

Job Description- USF Programme Coordinator



Where young lives shine

About Udayan Care

Udayan Care, a Public Charitable Trust has been working for the quality care of disadvantaged children and women and youth for over 24 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 100 employees and close to 800 volunteers to action.

Program Overview- UdayanShalini Fellowship

Introduced in 2002, the UdayanShalini Fellowship (USF) Program is a mentoring and monetary program that provides financial and mentoring support to aspiring, meritorious but disadvantaged girls.

Since inception, USF has supported over 5000 girls in more than 13 cities across India -North Delhi, South Delhi, Kurukshetra, Gurgaon, Dehradun, Haridwar, Phagwara, Kolkata, Aurangabad, Jaipur, Hyderabad, Maharashtra, Greater Noida and Himachal Pradesh.

Job Title	Type of employment	Reporting Relationship	Location	# of Position
Programme Coordinator	Full time	Convener and Head of Programme /Asst.Director	Bangalore, Pune &, Thane	1 at each location

Tenure

A program coordinator shall be permanent role. However, there would a probation period of 6 months post which employment would be confirmed based on his/her concurrence and performance.

Why should you apply

- **Impacting thousand lives:** You will be directly impacting thousands of lives of girls from lower socio-economic backgrounds in a positive way, through an ecosystem of personality development and mentorship support.
- **Solving complex problem:** You will be working towards solving the big and complex social problem our society is grappling with i.e. gender parity in the higher education space, hence contributing in the empowerment of girls.
- **Working with senior leadership of Udayan Care:** The steering committee of Udayan Care, led by the Convener, and governed by advisors and trustees drawn from many walks of life, and you shall be directly dealing with them on a regular basis.
- **Great Learning:** By being in the company of like-minded individuals from multiple cultures and ethnicity, you shall be exposed to an environment that involves a lot of collaborative/mutual learning.

Roles and Responsibilities

Overall

- Develop a deep understanding of the vision, objectives and structural elements of the USF Program
- Serve as a brand ambassador of the program to all constituencies: students, parents, school principals and teachers, government officials, media and members of the public
- Lead the program and take it to greater heights

Operational

- To administer selection process of Shalini- new batches of fellows.
- Organizing and conducting capacity building workshops on life skills and career orientation programs for students by self or outside resources
- Periodically assess the educational status and academic performance of fellows
- Organizing meetings for core committee members, parents- coordinator/ mentor, mentor- mentee
- Regular updates on social media as per organizations norms
- Reviewing and updating communications team on content for website and newsletters.
- Attract a suitable number of local mentors, conduct mentor training and attach USFs to suitable mentors.
- Developing a robust alumni network and inviting alumni as mentors/ speakers for success of current programs

Financial

- Prepare and get approval on budgets and submit monthly expenses reports
- Assist in creating funding proposals under the supervision of convener for raising additional funds

Administrative

- Maintain records on personal details of all USFs stakeholders and resources- both internal and external
- S/he shall be responsible for monthly, quarterly and annual reports on the all the activities of USF Program.
- Successfully manage and administer events for the program

Qualification and competency required

- Preferably should have Master's degree in social sciences, social work, public policy, Business Management, or Development studies
- A minimum of 1-3 years of experience preferably in development sector
- Strong organizational skills, attention to detail and the ability to manage a variety of tasks simultaneously
- Excellent oral and written communication skills
- Advanced knowledge of Microsoft Office (Word, Excel and Power Point) and social networking applications.
- Willing to travel when required for training and workshops.

How to Apply: Please download and fill the Application form and send to jobs@udayancare.org along with your updated c.v. Contact Person: Sarika (HR Officer)