
VACANCY

Designation: Coordinator, USF Mumbai Chapter Udayan

Care Location: Colaba, Mumbai

About Udayan Care and Udayan Shalini Fellowship Programme:

Udayan Care is a Public Charitable Trust, which has been working for the quality care of deserving children and women since the last 25 years. Udayan Care works to empower vulnerable children, women and youth, in 26 cities across 13 states of India.

Udayan Shalini Fellowship

The Udayan Shalini Fellowship programme of Udayan Care is a unique academic excellence and personality development programme for deserving and talented girls from weak socio-economic background aiming to turn them into empowered and dignified women or *Shalinis*.

Its uniqueness lies in the fact that it goes beyond being a usual scholarship programme by not only supporting higher education but also providing regular mentoring and leadership development and inculcating a sense of social responsibility to the selected talented girls.

The Mumbai Chapter of this program geographically incorporates areas from Cuff Parade to Santacruz.

JOB DESCRIPTION:

- Develop a deep understanding of the goals and objectives of the USF Programme
- Serve as representative/ ambassador of the USF programme to ALL stakeholders: students, parents, mentors, school principals and teachers.
- Drive the implementation of the key initiatives under the program
- Communicate programme benefits to potential candidates in Schools for increasing applicant pool
- Coordinate written test, conduct interviews and organize home visits to select new beneficiaries of USFs fellowship
- Create monthly/quarterly report of Udayan Shalini Fellowship programme as may be required by Core Committee, Head Office and Funding Agencies
- Assist in finding mentors, conduct mentor training, assign Shalinis to individual mentors and ensure mentor engagement.
- Support in organizing and managing large and small group workshops, social service activities and annual residential camps for Shalinis and build awareness about these activities to ensure attendance

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- Attend the Shalini workshops atleast one Sunday a month
 - Assist in making report cards of the annual of educational status of Shalinis
 - Assist in preparation of manual, SOPs for Udayan Shalini Fellowship programme (Manual, Pamphlet)
 - Data compilation of Udayan Shalini Fellowship programme
 - Support in maintaining records of personal details of all Shalinis and Mentors and details of all activities conducted
 - Prepare and submit monthly expense reports
 - Travel to other chapters (may be required to Delhi/Thane) to conduct workshops and events or as required for training or to attend review meetings

Skill Sets Required

- Good written and spoken communication skills in English and Hindi/ Marathi
- Entrepreneurial spirit, self starter, attention to detail
- Basic social medial skills – Facebook, whatsapp
- Basic knowledge of Computers - MS Office – MS Word, MS Excel, MS PowerPoint
- Minimum Qualification – Graduate with 2 years' experience or Post Graduate