

Associate Coordinator

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Rubaroo

Location: Hyderabad (Telangana)

Rubaroo is a youth development organization that works with young people and educationists, inspiring leadership for social change. Our organization is based in Hyderabad and has been working since 2013. We offer leadership workshops, outbound camps and teacher training programmes to help connect academic learning to the real world. Rubaroo has a team of professionally trained and experienced facilitators who have been working in the field of education for more than 10 years and have an expertise in designing and facilitation of educational workshops and trainings.

Email: applications@rubaroo.org

Job Opening at Rubaroo | Associate Coordinator

Job Profile:

We are currently looking for an Associate Coordinator with a vision for empowerment of adolescents and youth. The Associate Coordinator will be expected to coordinate Early and Child Marriage, Gender, Life skills and Leadership programmes with adolescents and youth based in Hyderabad location.

People with prior experience of working with adolescents, youth and gender issues will be preferred. The candidate should have a compassionate and inclusive social perspective.

Role and Responsibilities:

- Finding new communities, institutions and Building partnerships with institutes and organizations
- Seeking partnerships with stakeholders to run the project in their communities schools
- Principals, teachers and support staff and meet regularly to inform them about the sessions, its logistics and their feedback
- Mobilizing participants and volunteers for programmes
- Facilitating the workshop sessions at schools and communities
- Mentoring volunteers and facilitating their learning journey
- Conducting pre – post survey for the programme
- Collating and documenting pre - post survey data
- Coordinating Workshop logistics and coordination
- Social Media Management
- Documenting / archiving sessions as per need for dissemination
- Organizing events like programme orientation and closure event etc.
- Compiling data, photographs and written materials for reports and proposals
- Participating in all admin, finance, planning and review processes

Job Specification:

- Must have a postgraduate degree in social sciences / social work / gender studies or equivalent educational qualifications.
- At least 1-3 years of program coordination and facilitation experience.
- Fluency in spoken and written English, Hindi and Telugu.
- Excellent interpersonal, organizational skills required along with computer and Internet competency.
- Ability to undertake extensive field work
- Strong coordination and organization skills



Remuneration:

Selected candidate shall be offered a salary commensurate with qualification, experience and skills.

Please email your CV to applications@rubaroo.org along with -

- A covering letter describing what has motivated you to apply for the post

Subject line should be - [Job Opening at Rubaroo | Associate Coordinator](#)

Please include in your CV:

References - Contact details of two people who directly supervised/worked with you in the last 2 years.