

Programme 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

Subject Line: [Job Opening at Rubaroo | Programme Coordinator](#)

Job Profile:

We are currently looking for a Programme Coordinator who is passionate about Youth Work, and is keen about working with a vision for empowerment of adolescents and youth. The Programme Coordinator will be expected to lead programmes on issues of Gender, Interfaith, 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:

- Identifying new communities and institutions and building partnerships with institutes and organizations
- Networking and exploring opportunities to collaborate with other Community Based Organisations (CBOs) working in the same field
- Researching and designing programme workshop modules
- Facilitating the workshop sessions at schools and communities
- Scheduling and organizing programme launch and closure events
- Planning and coordination of the programme and its activities
- Ensuring implementation of policies and practices
- Maintaining budget and track expenditures/transactions
- Managing communications through media relations, social media etc.
- Collecting and analyzing data; prepare reports
- Helping build positive relations within the team and external parties
- Supervising and training lower level staff, volunteers, and/or interns
- Mentoring volunteers and facilitate their learning journey
- 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 3 years of program management experience with team leading or supervisory function.
- Fluency in spoken and written English, Hindi and Telugu.



- Excellent interpersonal, organizational skills required along with computer and Internet competency.
- Must be a team player with good leadership and managerial 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 | Programme Coordinator”

Please include in your CV:

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