



Centre Coordinator - Community Centres

Positions open - 2

Rubaroo

Location: Amberpet and Gachibowli areas, Hyderabad

Duration: December 2021 to December 2022

Salary offered: INR 18000 - 25000 per month plus allowances

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 2014. 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 training.

Website: www.rubaroo.org • Email: applications@rubaroo.org • Contact: **81849 00170 • 91684 91163 • 98912 86572**

Job Profile:

We are currently looking for two **Centre Coordinators** to lead our upcoming Community Centre at Gachibowli and an existing one at Amberpet working with adolescents and youth. While the current duration is 12 months, this could be extended based on the funds in the project and an extension from the partners on the project, along with a mutual review with the candidate to understand the scope of learning and growth together. The Centre Coordinators will be in-charge and oversee all aspects of the centre; mobilize and engage with adolescents and youth based in their designated area. The candidate should have a compassionate and inclusive social perspective. We are an equal opportunity employer and encourage people from diverse backgrounds and genders to apply for the role.

Role and Responsibilities:

- Build partnerships with institutes, organizations along with communities, institutions, and stakeholders in Amberpet and Gachibowli area to mobilise participants and engage them throughout the programme and different activities at the Centre
- Lead the different programmes at the Community Centre; ensure and oversee implementation by organising, co-facilitating workshops and sessions, along with the facilitation team
- Manage logistics, resources, and coordinate the daily activities of the Community Centre
- Engage with the team, identify facilitators and work with them to achieve the outcomes of the Community Centre
- Communicate with Parents, community schools and meet regularly to inform them about the sessions, its logistics and their feedback
- Conduct a need analysis, pre – post survey for the programme, collate and document pre - post survey data
- Compile data, photographs and written materials for reports.
- Support Social Media visibility for the project
- Communicate and engage with the Funder to keep them updated about the programmes at the Centre

Job Specification:

- Must be fluent in **Spoken Telugu Language** (Non Negotiable), Hindi and English
- Should be based in **Hyderabad** or willing to relocate
- Preferred Age: **21 - 27 years**
- Excellent interpersonal, organizational skills required along with computer skills, Internet competency, and report writing
- The Gachibowli position requires a Senior Coordinator with a **postgraduate degree** in social sciences, social work, gender studies or equivalent educational qualifications, along with **0-3 years of program coordination and facilitation experience**
- The Amberpet position requires a Coordinator with an **undergraduate degree** in social sciences, social work, gender studies or equivalent educational qualifications, along with **2-3 years of program coordination and facilitation experience**

Please email the following to applications@rubaroo.org with the subject line -

Job Opening at Rubaroo | Centre Coordinator - Community Centre

- Cover letter explaining your reason and interest in applying for this role
- Updated CV with recent activities, educational background, skills and biographical information
- References - Contact details of two people who directly supervised or worked with you in the last 2 years

Applications received without the above mentioned will not be accepted and considered for further review.