

## Program Outreach Specialist

About us: [Nayi Disha Resource Centre](http://www.nayi-disha.org) is a registered not for profit organization with an online information resource platform that aims to empower families of persons with Intellectual and Developmental Disabilities (IDD). Nayi Disha Resource Centre hosts an online listing of service providers (schools, educators, therapists, therapy clinics and doctor) and knowledge hub and regularly conducts parent empowerment workshops and support group events in Hyderabad. As Nayi Disha continues to expand to other cities, we have an open position for a program coordinator to take up the responsibility of day-to-day operation.

### Role

- Role: Program Assistant
- Duration : 3 months contract position
- Location : Mumbai
- Expected Remuneration:
- The position is a great opportunity for anyone interested in advancing their experience in the social sector, especially on IDD. The intern will have the opportunity to interact with a set of professionals with experience in the corporate and the social sector. An experience letter will be provided on request.

### Primary Responsibilities

1. The primary responsibility of the coordinator will be to contact service providers in Mumbai that that provide services for children and young adults with special needs such as Autism, Down Syndrome etc.
2. Contact Schools, schedule appointments, conduct field visits, collect data and add them to Nayi Disha Directory.
3. Conduct telephonic surveys with individual professionals (special educators, counsellors and therapists etc.) collect data and add them to Nayi Disha Directory.
4. Manage Excel spreadsheets on data collected on service providers
5. Update website with collected data on service provider
6. Update Nayi Disha website with information regarding upcoming events, news on IDD

### Desired Profile

- Excellent oral and written **communication skills**. Ability to convince the provider to enlist on the website
- Knowledge of Intellectual and Developmental Disabilities is an asset
- Manage Excel spreadsheets support data analysis for Nayi Disha
- Ability to maintain confidentiality of all business information including processes
- Strong computer skills (i.e. Excel, Word, PowerPoint, Outlook, Access)
- Ability to set priorities and multitask
- Organized and detail oriented

Interested candidates may directly email at [prachi.deo@nayi-disha.org](mailto:prachi.deo@nayi-disha.org) to schedule a meeting.