



Programme Coordinator

Job Description: Programme Coordinator for Take Charge at Mentor Me India

Position: Programme Coordinator

Location: Mumbai

Type: Full - Time

Lines of Reporting: Reports to Programme Manager who would be supervised by Programme Director

Skills and Qualifications:

- Bachelor's degree in social services, humanities, hospitality, human resources or any other related field
- Masters in any of the above field preferred, but not required
- Experience in HR, Event Management, hospitality is preferred, but not required

Personal Qualities:

- Excellent Oral and Written skills
- Excellent people skills and building relationships
- Understanding youth and adolescent issues

Interest, Competencies and Capabilities:

- Organized and high attention to monitoring and document details of matches
- Able to thrive in fast paced environment with limited direction
- Proficiency in Microsoft Word, Excel and Powerpoint is highly recommended
- Able to work with confidential information
- Effectively work and collaborate in teams
- Ability to collect meaningful data and draw solid conclusions
- Ability to exercise good judgment, decision making and problem-solving skills

Roles and Responsibilities:

Operations:

- Initiating and organising events jointly with the Senior Programme Coordinator [Trainings, inductions, mentee workshops, Mentor Hangouts, picnics etc.] for the mentors and the mentees
- Managing the logistics and finances for the events jointly with the Senior Programme Coordinator
- Co-facilitating Mentor Trainings, Refresher Trainings and Inductions jointly with the PD, PM and Senior Programme Coordinator

Monitoring and Evaluation:

- Conducting Baseline, Midline and Endline Surveys with the mentees jointly with the Senior Programme Coordinator
- Manage a caseload of 75 Mentor- Mentee Pairs
- Regular Mentor and Mentee check-ins through monthly phone calls and reaching 80% targets
- Assisting mentor-mentee pairs to have healthy relationships
- Address any potential problems arising in a relationship and finding solutions to help mentor-mentee progress and promptly raising any cases that may require professional intervention with the PM and the TC team
- Assess gaps in mentor capacity to add value to the relationship and plan with the team to bridge them

Communication:

- Build, leverage and maintain relationships with the Take Charge team
- Sharing of information with the mentees through WhatsApp group, emails and calls
- Sharing of information with the mentors through Mentor google group, and calls
- Being responsive to all emails, calls and WhatsApp messages

Documentation and Reporting:

- Organising team meetings and maintaining minutes of the meeting
- Document check in notes with the mentors and mentees by maintaining a relationship tracker
- Preparing a monthly report with the help of Senior Programme Coordinator and Programme Manager

Recruitment:

Assisting with recruitment of mentors

Assisting with outreach and selection of mentees

Remuneration: 35000 – 37000 (Depending on experience)

How to Apply:

If the idea of empowering young adults to reach their full potential excites you, we would like to hear from you. Please send your cover letter and resume (no longer than 2 pages) to hr@mentormeindia.org