

Programmes Documentation Volunteer

Background

Atma requires a Programs Documentation Volunteer to provide support to the Program Coordinator and the Director by documenting processes, surveys, assessments, reports etc.

The role involves the documentation of a baseline survey, planning documents to implement activities and timelines including, creation of systems for feedback, planning and institutionalizing of the pilot projects, assessments of the pilot projects and reviews.

Location:	Mumbai/Pune
Time Commitment:	Full Time

Sr.no.	Key Job Areas
	<ul style="list-style-type: none"> ● Planning Documents ● Articulating basic concepts of vision, mission, goals, objectives and activities ● Designate timelines for each of the activities. ● Assessments of needs and resources ● Develop comprehensive strategies and detailed action plans. ● Feedback tools that ensure platforms are made available for input to flow in ● Strategic plans for pilot projects ● Measure and evaluate the process and outcomes ● Assessments and reviews on status and progress of pilot projects

Skills	Knowledge/ Experience	Competencies
Excellent interpersonal skills	Experience performing research	Friendly and professional demeanor
Strong writing and communication skills	experience with Microsoft Office	Excellent coordinating skills
Computer skills		Positive and energetic attitude