***Job Description: Associate HR (Volunteer Program)***

Atma is an accelerator for Education. Our vision is to ensure quality education for all children and we do this by accelerating the impact of NGOs working in Education. Our basic model is to provide hands-on and bespoke consulting support to Education NGOs to enable them to sustain, strengthen and scale. We operate via 3 programmes- Accelerator, Remote Accelerator and Gati.

So far, we have built the capacity of 62 Education NGOs across Mumbai and Pune in the last 10 years as part of our Accelerator programme. Our 2022 vision is to scale up to supporting 240 Education NGOs each year through the Accelerator, Remote Accelerator and Gati programmes. Our flagship programme- the Accelerator plays a key role in enabling this growth by supporting 40 Education NGOs per year by 2022.

**The Associate HR** -

To maintain volunteer pipeline for Atma and provide Atma Associates and Consultants with support

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| Location | Mumbai and Pune |
| Time Commitment | Full Time |
| Reporting to | Senior HR Manager |
| No. | Key Job Area |
| 1 | **Develop and maintain pipeline of volunteers*** Develop Partner-specific job descriptions.
* Maintain database of job descriptions.
* Create recruitment plan for specific job opportunities.
* Develop database of places to advertise both online and offline.
* Develop relationships needed to enhance recruitment of volunteers.
* Disseminate and advertise Atma volunteer opportunities.
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| 2 | **Assist with selection and screening process flow for volunteers*** Track status of selection process for each candidate with the Volunteer Manager.
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| 3. | **Assist Senior Manager HR with pre-arrival preparations for volunteers*** Find housing.
* Coordinate pick up.
* Visa information.
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| 4 | **Assist with Orientation & Volunteer management*** City/neighborhood tour.
* Admin Logistics – Laptop, Phone, Internet, etc.
* 2-week schedule.
* Volunteer Socials.
* Volunteer Professional/Staff Meetings & networking opportunities.
* Track Volunteer hours and put systems in place to ensure regular tracking.
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***Qualifications & Experience***

* Graduate/Postgraduate.
* 2- 3 years of relevant work experience across any/many of the organizational development areas such as Strategy, Human Resources.
* HR and Project Management experience.

***Skills***

* Strong interpersonal skills.
* Strong relationship building skills.
* Strong written and verbal communication skills.
* Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets).
* A friendly and professional demeanor.
* Excellent coordination skills, positive and energetic attitude.
* Sensitivity and empathy to the volunteer experience.
* Ability to deal with ambiguity.
* Problem solving skills.
* Ability to be flexible to job requirements.

***Desired Competencies***

* Takes initiative.
* Is an organized thinker.
* Is curious and a learner.
* Uses limited resources to deliver unlimited results.
* Attention to detail.
* Friendly and mature.

If interested in applying for this position, please email your resume to **careers@atma.org.in**

***Atma’s Policy on Child Protection and Safeguarding***

Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.