



When you work with Pravah you walk the thin line between...

Work and Fun

Sacrifice and Social Responsibility

Indiscipline and creativity

Hindi and English

Black and White

Right and Left

Me and We

ABOUT PRAVAH

Pravah (<https://www.pravahindia.org/>) was formed in 1993 with the mission to work on the 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescents and youth). We believe that social change is effected through a deep mindset change of individuals and along with the empowerment of the socially excluded it is imperative to hugely shift the attitudes of individuals in powerful decision-making positions, in order to change the social structures that marginalise communities.

It is kept alive by an active and engaged Governing Board and a strong and professional executive team and is being fulfilled through the design and delivery of innovative experiential learning and action programs with diverse groups of young people across the country. We also train teachers, support youth-led initiatives, incubate new organizations, and partner with other organizations to mainstream youth development and active citizenship by providing organizational development and programmatic support. We are also engaged in influencing public policy in the field of youth.

More often than not, young people have preoccupied with four spaces that society legitimizes them to inhabit. These are 1) Family 2) Livelihood/Education 3) Friends and 4) Leisure (which includes entertainment, worship, and sports among others). There is one very vibrant space although quite marginalized that young people also occupy, which we call the 5th Space - a concept to inspire and facilitate young people to expand beyond the typical 4 spaces of career education, family, friends, and

leisure by creating this space in the mentioned four spaces through exploring a journey from self to society and back. This is where young people understand themselves and engage in social action. It focuses on the self-transformation of youth as much as on transforming society through them. The 5th space is co-owned and co-led by young people and adults, provides deep cross-border experiences (including across borders of caste, class, gender, and religion), and is a space for 'refl-action' (wherein the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Annually, our total outreach is approx. 15000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with around 100 partners.

So when you work (we prefer to call it 'walk' with us), you actually work with many others - young people, teachers, other organizations, and the larger civil society – all from as diverse worlds as you can imagine.

Pravah is currently on a new curve of expansion – both in size and the scope of its interventions. To support it, a number of exciting opportunities have arisen for the engagement of inspired and committed people with diverse levels of skills and experience in Pravah.

In the current phase of our journey, we are looking for an inspired and committed Programme Coordinator to work with us. Read on to know if it could be you!

Job Description – Programme Coordinator, Fundraising and Visibility

Location: New Delhi

Type: Full time

Specific responsibilities include:

- Creating and conceptualising products including presentations, newsletter (quarterly) , annual report, concept notes and other relevant communication materials to support visibility branding and raising resources for Pravah
- Supporting new visibility projects taken on to strengthen organisational visibility - strengthening branding, ensuring the website is interactive and updated.
- Managing the Pravah social media platforms in terms of ensuring there is an engaging social media strategy co-created with teams and executed with quality.
- Work closely with Communication Representatives from teams as an extended visibility team to drive Pravah's visibility strategy, ensuring adherence to branding guidelines and sharp messaging
- Curating speaking opportunities at events and panels where Pravah can be represented as well as conferences where Pravah can participate to amplify its work effectively
- Ensuring there are quality decks that represent Pravah's work ready for easy circulation along with partners' branding protocols being met.
- Raising resources for the Pravah ecosystem, through research, generating leads, supporting marketing of various programmes, setting up and participating in meetings to convert leads into funding partnerships etc.
- Writing proposals, concept notes and relevant communication and impact materials including presentations, documents in partnership with program teams.

- Support in setting up meetings (internal and external), registrations and due diligence processes, participation in conferences and meetings if required, and donor management with the function head
- Work closely with the Director to adhere to internal organizational and learning processes and execute operational systems in partnership with finance other relevant to programme teams.

We are looking for a person with:

- A postgraduate/ graduate degree with 4-5 years of work experience.
- Very good communication, writing and presentation skills (written and verbal) and the ability to work under pressure.
- Good design (software like canva, powerpoint, mindmap) and computer skills (microsoft office) will be advantageous.
- Ability to think creatively and have good story-telling ability
- Has a strong commitment to youth leadership and social justice issues; and a passion for leading exciting media campaigns on youth development
- Ability to inspire and be inspired, keep commitments, go getter and chasing co-created targets, think out of the box, build relationships and be open to learning
- Capacity to strengthen fund raising systems and processes within the organization and effectively coordinate meetings and events.
- Willingness to travel
- Fluency in English and Hindi.

*** We are looking for people who are willing to make a minimum of a 2-year commitment to Pravah. We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision.*

If you are interested in working towards nurturing youth and adolescent leadership and think you will be a good fit for the position, please send your CV along with a cover letter to jobs@pravah.org with the subject line: **Application for Program Coordinator**.

We will be interviewing shortlisted candidates on a rolling basis. You will hear from us if your CV is shortlisted for the position.
