When you work with Pravah you walk the thin line between

Sacrifice and Social Responsibility

Indiscipline and creativity

Hindi and English

Black and White

Work and Fun

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, Ecosystem Capacity Building
Location: New Delhi
Type: Full-time
Reporting to: Team Lead, Ecosystem Capacity Building

Specific responsibilities include:
1. Programme Coordination & Implementation

- Coordinate and implement ecosystem capacity-building programmes such as Saanstha, Big Ticket, Ocean in a Drop, and other initiatives.
- Support the planning, design and execution of programme activities, workshops, learning spaces and convenings.
- Coordinate with internal teams, partners, resource persons and participants to ensure smooth programme implementation.
- Track programme milestones, deliverables and timelines, and proactively flag challenges or delays to the Team Lead.
- Support programme reviews, reflection processes and incorporate learnings into programme implementation.

2. Partner & Stakeholder Engagement

- Build and maintain relationships with partner organisations, educational institutions, resource

persons and other stakeholders.
- Coordinate regular communication and follow-ups with programme partners and participants.
- Support partner onboarding, engagement and mobilisation for different programme initiatives.
- Participate in partner meetings and represent the programme in relevant external spaces, as required.

3. Programme Documentation & Communication
- Maintain programme databases, records and documentation.
- Prepare programme reports, meeting notes, case studies, learning documents and other communication materials.
- Capture programme journeys, stories of change and emerging learnings.
- Support the development of communication and visibility materials for the function and its programmes.

4. Programme Operations & Processes
- Oversee and coordinate programme logistics, including travel, accommodation, venue arrangements, participant communication and other operational requirements.
- Support programme budgeting, expense tracking, financial documentation and coordination with the finance team.
- Ensure timely completion of administrative and operational processes related to programme implementation.
- Maintain organised programme records and systems to support effective implementation and reporting.

5. Team Contribution & Collaboration
- Work closely with the Team Lead and other team members to ensure effective programme delivery.
- Take ownership of assigned programme components and independently manage them within agreed timelines and expectations.
- Contribute to team meetings, reviews, planning and reflection processes.
- Support and collaborate with other functions and teams within Pravah, wherever required.
- Actively contribute to a culture of collaboration, trust, learning and mutual support.

6. Organisational Contribution & Representation
- Participate in organisational meetings and contribute to cross-functional spaces.
- Support organisational initiatives and processes beyond the immediate programme responsibilities, as required.
- Represent Pravah in external meetings, networks and forums, as appropriate.
- Be present in the Delhi office to support programme and team processes and travel as required.

7. Personal & Professional Development
- Continuously build knowledge, skills and perspectives related to organisation development,

ecosystem capacity building, citizenship action and youth development.
- Demonstrate openness to feedback, reflection and continuous learning.
- Take initiative in identifying areas for personal and professional growth.
- Develop the ability to independently manage programme responsibilities and gradually take on greater ownership.

We are looking for a person with:

- A postgraduate degree and 4+ years of experience in programme management, organisational development, learning and development, and partnership management, preferably in the development sector or social impact ecosystem.
- Experience in coordinating and implementing programmes, workshops, capacity-building initiatives and learning journeys, particularly with grassroots organisations.
- An entrepreneurial spirit and a strong passion for youth leadership, organisational development and strengthening the civil society ecosystem.
- Strong organisational and project management skills, with the ability to manage multiple activities, timelines and deliverables independently.
- Experience in engaging with diverse stakeholders, including grassroots organisations, civil society leaders, resource persons, institutions and young people.
- Excellent communication, interpersonal and facilitation skills in both Hindi and English.
- An ability to inspire and connect with people, build meaningful relationships and demonstrate a deep people orientation.
- A positive outlook, cheerful disposition, openness to learning and the ability to think creatively and out of the box.
- Demonstrated leadership skills, an enterprising spirit and the ability to take ownership and work independently.
- Experience in programme documentation, report writing, database management, capturing programme learnings and developing stories of change.
- An understanding of programme budgets, expense tracking, financial documentation and operational processes.
- A good understanding of diverse development and social perspectives, along with a strong commitment to social justice issues.
- Strong analytical, problem-solving and conflict-resolution skills, with a collaborative approach to working with teams and stakeholders.
- Flexibility to work on weekends and willingness to travel extensively to engage with partner organisations across locations.