

**Associate coordinator – Aggregate and HR**

**ComMutiny - The Youth Collective**

**Job Description**

**Location:** New Delhi

**Type**: Full Time

If you are an impact creator and looking to work in a space that is inspiring, challenging, and innovative, we are looking for you!

● Join us to work with some of the most inspiring leaders from across the country

● Join us to expand your boundaries and hone your skills

● Join us to help shape the youth sector and go beyond the demographic dividend -Join us to experience a joyous, nurturing and loving community of co-voyagers.

● Join us to advance the mission of ‘Every Youth a Jagrik…Every Space Nurturing Jagriks’

**About VartaLeap Coalition and ComMunity: The Youth Collective**

ComMutiny stands for the first 'mutiny' within a young person that comes from working in communities which are ‘different’ from oneself. We are a collective of more than 100+ youth led and youth engaging organisations and youth development practitioners who work directly with adolescents and young people. To leap beyond the demographic dividend, an enhanced systemic view to youth work and youth leadership is critical to address young peoples’ wellbeing and growth as well as current issues of inequality, conflict and ecological decline. With Ashoka Innovators for the Public, we initiated a series of strategic conversations, which have led to the formation of the VartaLeap Coalition - a cross sectoral grouping of 136+ (and growing) of youth engaging organisations from the development sector, government, media, educational institutions, and UN agencies, who seek to create a movement towards a new norm – *Every Youth A Jagrik and Every Space Nurturing Jagriks*. We define Jagrik as a self-awakened citizen not only making change but also being the change. The purpose of the coalition is to design, pilot and scale youth–centric innovations and enable appropriate narrative shifts. To know more, log onto http://www.commutiny.in

**Background:**

ComMutiny has been working in partnership with youth organisations across the country to build youth leadership for democracy for over a decade. Our designs, communication campaigns and toolkits have been very well received not only among practitioners but also among development-sector organisations, academics, media groups and policy makers. The campaigns have been on themes such as gender-based violence, social inclusion, participation in democracy and active citizenship. We have always used the youth-centric development frameworks and the Indian Constitution as a basis of the design of these initiatives.

**Specific Responsibilities include:**

**Aggregate**

1. Coordinate and support vartaLeap, a cross-sector coalition of organizations, ensuring smooth communication and collaboration.
2. Manage data collection and analysis for the coalition and related to all its initiatives,
3. Facilitate meetings and other group spaces for the coalition, ensuring engaging and productive sessions.
4. Support the senior leadership in coordination for effective management of coalition processes.
5. Managing logistics and coordinating for the December retreat.

**HR**

1. Co-anchor the recruitment process and ensure updated databases
2. Support the senior leadership in coordination for effective management of internal processes.
3. Manage personnel files and other documentation for compliance.
4. Create a culture that motivates and inspires people to reach their fullest potential and contribute to the sector in a meaningful way
5. Build relationships with key partners such as educational institutions, NGOs, training, institutes, recruitment agencies etc.
6. Manage components of admin within the organisation like handling resources materials, internal communication in the organization and maintenance.
7. Document and report for the function including reporting internally.

**We are looking for a person with:**

● A postgraduate/ graduate degree with 1-2 years of work experience.

● Good communication, writing and presentation skills (written and verbal) and the ability to work under pressure. Good design (software like Canva, PowerPoint, and Mindmap) and computer skills (Microsoft Office) will be advantageous

● Ability to think creatively and have a good story-telling ability

● Ability to inspire and be inspired, keep commitments, go-getter and chase co-created targets, think out of the box, build relationships, and be open to learning

● Capacity to strengthen systems and processes including databases and computer-based communications and effectively coordinate meetings and events.

● Fluency in English and Hindi

**Remuneration will be based on the qualification and experience of the candidate.**

Please mention the position you are applying for in the subject line of your email**.**