

If you are passionate and dynamic, willing to push boundaries to bring change, love interesting interactions and discussions with individuals and professionals from different walks of life, and, have the conviction to transform vision in to a reality, then, this is the space for you!

We are currently looking for:

ASSOCIATE COORDINATOR for overall management and progress of the organization, able to envision future direction and capable to plan and monitor day-to-day operations, while providing consistent support and guidance to the team.

Requirements:

- Masters Degree in Social Sciences, development studies or related field with at least 5 years of experience of activism and right-based work from micro to macro level.
- Effective analytical, written, verbal communication skills in English and Gujarati.
- Resource mobilization, proposal and report writing and confident to coordinate with various stakeholders (including donors).
- Reasonable knowledge to monitor financial matters and ensures financial and legal compliances.
- Knowledge of action based research methods like Baseline/PRA/Fact Finding/ FGDs etc.
- Excellent inter-personal skills and ability to work under pressure.
- Experience of working with multiple stakeholders in civil society and the government at different levels.
- Willingness to travel extensively within and outside Gujarat.

Responsibilities:

- Being responsible for overall organizational management and oversee day-to-day activities.
- Mentor and provide guidance to the team.
- Responsible for quarterly, annual and other reports as per requirement.
- Identify new project areas.
- Manage project (finance, personnel and operations activities) in accordance with the timeline and the budget.
- Evaluating projects progress in order to capture and share learning.
- Building alliance with organizations (NGOs/GOs/Corporates) to build symbiotic partnerships.
- Media Advocacy and Networking skills.

RESOURCE CENTER COORDINATOR to organize and maintain our feminist resource center/library and develop innovative strategies to reach out to a larger section of the society.

Requirements:

- Should have keen interest in reading and writing, should be aware of and sensitive to development issues, women and human rights.
- Effective communication, documentation and translating skills in Gujarati and English.
- Computer savvy (Librarians with IT background are welcome).

Responsibilities:

- Tracking and collecting print and audio-visual material on relevant issues.
- Digitize and maintain relevant news clippings/journal articles/ newsletter archives

- Maintain database and organize activities of Resource Centre viz. study circle, film screening, talk show and readers forum.
- Facilitate and interact with daily users and visitors and respond promptly to their needs.
- Update and upgrade Olakh website and social media network.

TRAINING COORDINATOR to organize and conduct perspective, capacity and skill building trainings for diverse stakeholders.

Requirements:

- Should have a minimum experience of conducting gender and human rights trainings.
- Ability to prepare training Manuals and Modules as and when required.
- Excellent report writing skills along with the ability to collect data and perform impact analysis.
- Effective spoken and written communication skills in Gujarati and English.

Responsibilities:

- Plan and organize seminars and workshops on Gender sensitization, Feminism, Women's empowerment and other relevant areas.
- Identify training needs of various stakeholders and organize trainings accordingly.
- Organize, conduct and manage trainings as well as campaigns and events.
- Build alliances and networking with diverse partners.

OFFICE EXECUTIVE to manage day-to-day affairs related to admin and accounts.

Requirements:

- A multi-tasker with written and spoken communication and documentation skills in Gujarati and English.
- Should have a working knowledge of Microsoft Office and preferable software such as Photoshop, etc.
- Good interpersonal skills, and ability to work with timelines.
- Having work or volunteering experience with a non-profit.
- Freshers can also apply.

Responsibilities:

- Front desk responsibilities and day-to-day correspondence.
- Attend visitors and volunteers.
- Keep a track of the registers and folders, and all office resources.
- Assist other team members with various activities.