



Antarang Foundation is a registered charitable trust that builds key employability skills in disadvantaged youth in urban low income settlements. Through two structured programs Antarang guides students on career choice, trains them in core employability skills and connects them to employment opportunities of their choice. Over the past 5 years, Antarang has worked with over 25000 youth across Mumbai.

Antarang is now at a critical phase of growth and seeks candidates committed to helping the organization scale to reach more youth effectively and efficiently. We are currently for a dynamic and full of vigor person to manage our flagship Career Guidance Program - Career Aware. It is a program we run at Municipal Night Schools Pan- Mumbai. It aims at guiding children from the 8th to the 12th standards in making relevant and achievable career plans.

Associate – Programs

The ideal candidate would have some program management background and is responsible for the smooth implementation of set program goals.

The main responsibilities entail:

- Participate in establishing strategic goals and objectives to scale the program
- Manage the Career Aware program in its entirety – ensure that the program is implemented successfully across all of Mumbai schools
- Develop and maintain relationships with principals, teachers and government functionaries
- Interact and work closely with the students and trainer on a daily basis during the program
- Ensure timely data collection, collation, analysis and reporting of all data.
- Analyze program database, identify gaps and address through training intervention or operational support
- Improve and maintain consistent work quality, analyze and resolve problems, recommend system improvements
- Conduct trainer evaluations
- Contribute to building team spirit

Profile Requisites:

- 1) Graduate with minimum 1 - 2 years of work experience.
- 2) Excellent communication: Fluency in English and Hindi.
- 3) Complete ease in using the Microsoft office suite.
- 4) Passionate about working with youth.
- 5) Flexibility to work odd hours and weekends.
- 6) Willingness to travel within city/ across cities as and when required

If you are excited about the potential of youth in our country and want to be able to contribute to the career trajectories of less privileged youth, write in to sherry@antarangfoundation.org with a recent bio data.