

## Sr. Associate/Associate – Program Management



**Join the team that shapes thousands of young careers. Including your own!**

Antarang Foundation is a 4.5-year-old organization doubling our reach and impact every year. We work with the most vulnerable communities and send our students in pursuit of their dreams.

Our students are film makers, podcast specialists, fitness trainers and study in colleges from Bhandup to Boston. This is because Antarang's programs are unique and focus on bridging the ability of adolescents and young adults to make informed career decisions and industry's intent to hire talent with potential.

Antarang Foundation 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 4.5 years, Antarang has worked with over 25,000 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.

### **The Role:**

The Program Management Associate/Sr. Associate ensures smooth implementation of Antarang's set program goals.

We are looking for a dynamic and energetic colleague who can work with a variety of stakeholders and drive the achievement of all our program objectives.

### **Major responsibilities:**

- Coordinating with HR for recruitment and staffing of trainers
- Coordinating with Content and Training Manager for training of the trainers and customization of content, if any
- Coordinating with diverse stakeholders for student enrolment to the programs
- Coordinating with Administration on equipping training centers
- Ensuring centers function to optimum capacity
- Providing support to new trainers
- Managing program progress
- Monitoring programs' online portal usage by trainers by ensuring timely capture of data

- Analyzing database, identifying program gaps and addressing through training intervention or operational support
- Collaborating with Training Manager on the trainer evaluations
- Celebrating trainer successes
- Coordinating with HR on performance management

#### **Profile Requisites:**

- Graduate with 1-2 years of experience
- Excellent communication: Fluency in English and Hindi is mandatory
- Complete ease in using the Microsoft office suite
- Passionate about working in and working for the youth and low-income communities
- Good analytical and conflict resolution skills and a collaborative nature
- Flexibility to work odd hours – young adults keep strange timings!
- Willingness to travel within city/ across cities as and when required

#### **What's in it for you?**

- Impact the outcomes: Your commitment to the cause / your youth focused skills will impact the outcomes of our programs directly by getting 500 youth in careers of their choice
- Our work environment is fun, youthful, focused on excellence, and with a deep commitment to achieving outcomes
- Location: Mumbai

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 while pursuing your education or careers, write in to [careers@antarangfoundation.org](mailto:careers@antarangfoundation.org) with your recent bio data.