

**POSITION: Manager Sustainability (Placements & Volunteering)**

**LOCATION: Mumbai**

**DESCRIPTION:** The Manager- Sustainability (Placements & Volunteering) is responsible to build and maintain strong relations with employers to ensure placement of Aspirants in Bright Future's Livelihood program, in jobs that are best suited to them and also attract maximum number of volunteers and mentors for both our programs.

**RESPONSIBILITIES:**

**Placement**

- Researching and assessing the applicable job market for different sectors and check for opportunities available in different industries to determine what are the available jobs and the minimum requirements from candidates and **map** the job opportunities to the geographical areas (Area Wise mapping).
- Networking with future employers for the purposes of facilitating job placements, internships, exposure visits and other work readiness sessions.
- Collaboration with other organisations with similar interests and placement agencies to place aspirants in the program.
- Network and collaborate with institutions for additional support for our aspirants and Alumni. This includes supporting aspirants development post placement for taking on higher level roles
- Prepare a Plan for job fairs and employers meets, and organize the guest lectures for the aspirants, conduct sessions for parents and community stakeholders.
- Plan for activities in collaboration with employers so as to inform placed candidates of how they can improve their career prospects in the said jobs
- Network with Alumni for their placements and help them in getting better offers if they have already been placed.
- Analyse the placement data and work on the gaps if any according to the set indicators.
- Monitor all training activities so that they are in line with the job requirements and also check for job readiness of aspirants

**Mentoring & Volunteering (M & V)**

- Develop and Implement the Mentoring and Volunteering program, policies and processes to ensure that
  - i) the aspirants are connected to the right mentors that contribute to their development and
  - ii) Bright Future has a good pool of volunteers to augment the skills and human resources, required by the organization
- Review and Evaluate the progress of the program in line with the plan and close the identified gaps if any



- Identify and request allocation of sufficient resources (time, funds, people, and tools which also includes preparing budgets for the Annual Implementation Plan
- Develop Partnerships and ensure retention of said Partnerships to ensure a steady pipeline / inflow of volunteers and mentors for the program
- Develop capacity building content, plans, and conduct trainings for internal team, Volunteers, Mentors and Mentees for effective implementation of the program
- Develop communication strategies and material to ensure that the outreach of the program is done both internal as well as external
- Collaborate with other NGOs/Stakeholders for volunteering/mentoring partner for Bright Future.

**COMPENSATION:** Best in the Industry

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

**Qualifications:** Master's degree in marketing/communications/media/public relations or any other relevant field.

**Years of Experience:** 6-9 years of experience working in a similar role preferably in the development sector.

**REQUIRED KNOWLEDGE:**

- Standard Marketing and sales concepts
- Knowledge of job market
- Good contacts with corporates, volunteering organizations and contacts with seniors in the organization

**REQUIRED SKILLS:**

- Good command over the following languages – English, Hindi and Marathi
- Good research skills
- Good writing, presentation and communication skills
- Proficient with MS Word, PowerPoint and Excel