

Vacancy: Assistant Project Coordinator

Centre for Social and Behaviour Change Communication (SBC³) seeks to recruit a dynamic individual for the Position listed below.

About Centre for Social and Behaviour Change Communication (SBC³)

SBC³ has been set up in 2017, as a Section 8 (non-profit) Public Company, by a group of professionals with a collective experience of over 100 man-years, focussing on developing and implementing SBCC programs. The vision of the organisation is:

- To be the premium knowledge centre for the standards and practices of Social & Behaviour Change Communication
- To achieve transformational behaviour that enhances developmental programs across all sectors.
- Use Social & Behaviour Change Communication practices to develop Communication as an Intervention

SBC³ is working on a number of projects involving SBCC. SBC³ Governing Board and Advisory Council include some of the most well-known professionals in their fields.

For more details visit our website: www.centreforsbcc.org

Position No 1:	Assistant Project Coordinator
Number of positions	1
Timing	Full time position, 5 day week.
Reporting To	Head – School Programmes and COO
Qualifications	Post Graduate in Social Sciences or Communication and Extension studies or Public Health or Social Work or Home Science with strong Communication skills and well verse in English and Hindi .
Experience:	1-2 years of experience is desirable.
Date for Joining:	Immediate
Location	Mumbai, currently office is at Santa Cruz East adjacent to Railway station

Roles and Responsibilities

This is an extensive field based work the candidate will join an outstanding team of professionals.

- Calling and visiting listed schools to pitch our programs Energetix and Sensitive Parental guidance.
- Setting up Orientations at schools.
- Preparing Periodic Reports every month
- Fixing schedule for workshops in school
- Coordinating with Internal teams for effective delivery of programs.
- Preparation of proposals for funders.
- Follow up visits to school till the end of the programme in the assigned schools

- Follow all formal protocols designed by team of SBC3

Skill set and Competencies

- Knowledge of development issues
- Comfortable working with children and school set up
- Proven ability to effectively work and coordinate with team
- Excellent communication skills and a flexible attitude is crucial
- Comfortable and confident with Microsoft Excel, word and Google drive
- Excellent presentation skills are required
- Willingness to undertake extensive travel to schools across Mumbai, Thane – Urban and Navi Mumbai

Note: The roles and responsibilities underlines that the person should be self-motivated.

Remuneration

Remuneration will be between Rs 25000/- and Rs 35000/- per month subject to qualifications and experience.

Interested candidates please send us your CV by email, within 15 days, to **“contact@centreforsbcc.org”** with the subject line marked **“Assistant Project Coordinator”**.

IMPORTANT: The position is only for those currently located in Mumbai. **Outstation candidates will not be considered.**

