

Job description – Goonj Fellowship team, Goonj

Goonj Fellowship is looking to hire someone with 3-4 years' experience to execute our Fellowship strategy, manage the day-to-day operations of our 4 Fellowship Programs across India, and ensure sustainable growth.

About Goonj

Goonj is changing the way the world tackles poverty by putting human dignity at the center of development. We are focused on the most missed out people, their issues and the most neglected material, creating change with all these at the center. To date, Goonj reaches thousands of communities across 27 states of India, working with hundreds of urban and rural partnerships. But our work is not only about our organization. It is also about building a powerful ecosystem and next generation of empaths, innovators and social entrepreneurs, and engaging them in collective dialogue, moral inquiry, exposing them to their own immense possibilities and potential.

About Goonj Fellowship

Goonj Fellowship started in 2018. It started as a single fellowship focused on urban youth. Our strategy was to open their worldview, understanding and exposure to India's issues. In addition, we now have three other fellowships targeted to very different audiences – our **Grassroots Fellowship** is about recognizing and addressing the gap of opportunity and exposure to the youth in rural India. Our **Sanjha Fellowship** emerged in the initial years of Covid, to respond to the weakening grassroots civil society ecosystem in India, focused on supporting and capacity building of the grassroots leadership. Our **Next Gen Fellowship** is a dream we wanted to fulfill for our processing team members coming from the slums of big metros, that their children should have a better opportunity to succeed in the world. Our Fellowship team, based in Delhi, is continually designing new ways to unleash human potential through capacity building. We aim to unleash a new generation of youth innovators and leaders with the character and competence to build a more just, inclusive and sustainable world. With more than 150 Fellows and Accelerator Alumni, the Goonj Fellowship community represents a new generation of social innovators and leaders committed to fulfilling its potential and possibilities for the country.

About the Role

The role will support the development and impact of Goonj Fellowship work by playing a critical role in continued operations of our most successful Program in India. This role will be crucial in managing the backend and building interconnections between all four fellowships. This role requires a team of associates and will be reporting to the fellowship leadership team of Goonj. Accountabilities include:

- Manage the day-to-day operations and logistics of running the program.
- Handling fellowship related queries on mails and calls
- Application screening process
- Joining formalities coordination with HR
- Manage program delivery and overall coherence of the learning experience
- Coordination and cultivation of a strong facilitator bench, facilitation of certain content blocks in-person and online
- Define the program delivery calendar, make adjustments and adaptations to national surveys and templates, so they respond to the needs of the region

- Collaborate and consult with experts across Goonj (e.g. curriculum design, marketing) while making adaptations for context, language, and culture. Prioritize the needs of the Indian audience and adapt centrally available resources to our strategy. Root the work in the local context and remain true to Goonj essence and ethos.

Skills and Qualifications

- 3-4 years of experience, Previous experience in soft skills development, capacity building, leadership development, curriculum design or training entrepreneurs *is a plus*
- Strong Program Management and Operations track record
- Experience managing a budget, adapting curriculum in a collaborative fashion, understanding and describing and reporting our impact
- An understanding of the realities alive in urban and rural India, and a desire to demonstrate how a small and thoughtful group of committed people can change the present realities.
- Fluent in both English and Hindi (ability to speak and write clearly both) , regional language will be an added advantage
- Experience in group facilitation, adaptive facilitation or training with adults (online or in person or both), including some idea of curriculum design. Teaching experience is not considered facilitation experience.
- Coaching skills, including the ability to give constructive feedback effectively, and willingness to have difficult, courageous conversations in service of helping others grow
- Exceptional relationship and interpersonal skills: courtesy, tact, candor, empathy, patience, and strong team orientation
- Highly collaborative and able to effectively work cross-functionally

Deadline

Candidates are encouraged to **apply early**, as applications will be reviewed and candidates interviewed on a rolling basis.

Compensation

Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Job Location: Sarita Vihar, Delhi; **Working Hours:** Monday to Saturday (9.30 am to 6 pm)

Application Process:

Interested candidates are requested to email to hr@goonj.org with the following subject:
Application – Fellowship team

In your email, please share the following -

1. A resume/CV of not more than 2 pages
2. A cover letter which should also include the response to below –
 - What experience makes you a good match for the skills of this role?
 - This work involves supporting a cohort of 80+ people through a collective and personal journey that can be transformative and can be tough. How do you take care of yourself, how do you restore and renew?

Shortlisted candidates will be interviewed over minimum of two rounds following which a final decision will be made.

Kindly note: We will only be able to revert to shortlisted candidates... thank you for understanding