



When you work with Pravah you walk the thin line between...

Work and Fun

Sacrifice and Social Responsibility

Indiscipline and creativity

Hindi and English

Black and White

Right and Left

Me and We

ABOUT PRAVAH

Pravah (<https://www.pravahindia.org/>) was formed in 1993 with the mission to work on the 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescents and youth). We believe that social change is effected through a deep mindset change of individuals and along with the empowerment of the socially excluded it is imperative to hugely shift the attitudes of individuals in powerful decision-making positions, in order to change the social structures that marginalise communities.

It is kept alive by an active and engaged Governing Board and a strong and professional executive team and is being fulfilled through the design and delivery of innovative experiential learning and action programs with diverse groups of young people across the country. We also train teachers, support youth-led initiatives, incubate new organizations, and partner with other organizations to mainstream youth development and active citizenship by providing organizational development and programmatic support. We are also engaged in influencing public policy in the field of youth.

More often than not, young people have preoccupied with four spaces that society legitimizes them to inhabit. These are 1) Family 2) Livelihood/Education 3) Friends and 4) Leisure (which includes entertainment, worship, and sports among others). There is one very vibrant space although quite marginalized that young people also occupy, which we call the 5th Space - a concept to inspire and facilitate young people to expand beyond the typical 4 spaces of career education, family, friends, and

leisure by creating this space in the mentioned four spaces through exploring a journey from self to society and back. This is where young people understand themselves and engage in social action. It focuses on the self-transformation of youth as much as on transforming society through them. The 5th space is co-owned and co-led by young people and adults, provides deep cross-border experiences (including across borders of caste, class, gender, and religion), and is a space for 'reflection' (wherein the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Annually, our total outreach is approx. 30,000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with over 100 partners.

So when you work (we prefer to call it 'walk' with us), you actually work with many others - young people, teachers, other organizations, and the larger civil society – all from as diverse worlds as you can imagine.

Pravah is currently on a new curve of expansion – both in size and the scope of its interventions. To support it, a number of exciting opportunities have arisen for the engagement of inspired and committed people with diverse levels of skills and experience in Pravah.

In the current phase of our journey, we are looking for an inspired and committed Programme Coordinator to work with us. Read on to know if it could be you!

Job Description: Associate Consultant - Ecosystem Capacity Building

Location: New Delhi

Type: Full-time

Specific Responsibilities include:

Programme Coordination

- Support the end-to-end coordination of Saanstha, YouMeVerse, and Youth Advisory Board initiatives.
- Coordinate programme calendars, schedules, meetings, and follow-ups across multiple stakeholders.
- Ensure smooth implementation of programme activities and timelines.

Logistics and Operations

- Coordinate workshops, convenings, learning spaces, partner visits, and online engagements.
- Manage vendors, venues, travel, accommodation, and other operational requirements.
- Ensure high-quality execution of both online and offline programme events.

Content and Documentation

- Support the development of workshop materials, presentations, participant resources, and partner engagement content.
- Maintain accurate records, programme databases, meeting notes, and shared resources.

- Document key learnings, reflections, and outcomes from programme activities.

Visibility and Communications

- Create engaging content from programme events, gatherings, and partner interactions.
- Design communication materials using Canva and other digital tools.
- Support internal and external communications to increase the visibility of programme work.

Partner and Stakeholder Engagement

- Build and maintain relationships with organisational leaders, partners, and Youth Advisory Board members.
- Facilitate meetings, prepare minutes, track action points, and ensure timely follow-up.
- Support ongoing communication and engagement across the ECB network.

Finance and Administration

- Support financial processes related to programme implementation.
- Prepare vouchers and maintain expenditure records for workshops, meetings, and field visits.
- Coordinate with finance and operations teams to ensure timely processing and compliance.

Donor Relations and Resource Mobilisation

- Support donor communication and reporting processes.
- Contribute to documentation and resource mobilisation efforts as required.
- Assist in preparing information and materials for donor engagement.

Organisational Contribution

- Participate actively in organisational meetings, learning spaces, and collaborative initiatives.
- Represent the programme in relevant internal and external engagements when required.
- Contribute to building a culture of learning, reflection, and collaboration within Pravah.

We Are Looking for a Person With:

Experience & Education

- Graduate or postgraduate degree in Social Sciences, Development Studies, Management, Communications, Education, or related field.
- 1–3 years of experience in programme coordination, operations, communications, event management, or stakeholder engagement.

- Experience in the development or social sector will be an advantage.

Skills

- Strong coordination and organisational skills with the ability to manage multiple priorities simultaneously.
- Excellent documentation, writing, and communication skills.
- Proficiency in Canva, MS Excel, MS Word, and PowerPoint.
- Experience in logistics management and event coordination.
- Strong relationship-building and stakeholder management skills.
- Ability to facilitate meetings, take minutes, and track follow-up actions.
- High attention to detail and ability to work independently.
- Comfortable working in dynamic and evolving environments.

What We Offer

- An opportunity to shape and lead a critical organisational transformation journey.
- A deeply value-driven team with over 30 years of experience in youth development and social change.
- Space to innovate, experiment, and build systems that strengthen organisational impact.
- A culture that values learning, reflection, collaboration, creativity, and inclusion.
- The opportunity to contribute to building the future digital infrastructure of a leading youth development organisation.

If you are interested in working towards nurturing youth and adolescent leadership and think you will be a good fit for the position, please send your CV along with a cover letter to jobs@pravah.org with the subject line: Application for Associate Consultant – ECB.

We will be interviewing shortlisted candidates on a rolling basis. You will hear from us if your CV is shortlisted for the position.

