



**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 'prevention' of social conflicts by developing social responsibility and personal leadership among young people (adolescent and youth). We believe that social change is affected through deep mind-set 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 marginalized 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 are preoccupied in four spaces that society legitimizes 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 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, religion), and is a space for 'refl-action' (where in the best traditions of experiential learning, action is taken to learn about the self and reflection precedes and succeeds this action).

Pravah is an equal opportunity employer and prohibits discrimination, harassment, exploitation and abuse of any kind. We are committed to equal employment opportunity for all and to providing employees with a work environment free of discrimination, harassment, exploitation, and abuse. All employment decisions at Pravah are based on organizational needs, job requirements, individual qualifications, and abilities, regardless of race, color, caste, religion or belief, national, social, or ethnic origin, sex (including pregnancy), age, disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service or any other status protected by the laws or regulations in the country.

Annually, our total outreach is approx. 15000+ young people, support/mentor 100 social entrepreneurs/youth organizations, and work with around 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 fundraisers to work with us. Read on to know if it could be you!

### **Job Description – Associate Coordinator:**

Location: Jaipur/Ajmer/Alwar/Tonk, Rajasthan

Type: Full time

Responsibilities include:

- Mobilize youth participation and execute efficient systems for smooth running of the programme.
- Lend support in designing, organizing and executing the programme, processes including workshops, exposure trips, volunteer, placements, events etc.
- Ensure review, documentation and circulation of information related to respective programmes
- Participate in organizational trainings, review and planning exercises, meetings and retreats.
- Co - holding team and Programme processes like team reviews, finance, mobilization, database, logistics, documentation & reports.
- Participating in other Pravah processes and programs as well as represent the organization at different fora.
- Developing, promoting and managing processes that build interpersonal relationships and personal connects within Pravah.
- Engaging in the training and facilitation across other interventions within Pravah.

- Work closely with the Programme Coordinator to adhere to internal organizational and learning processes and execute operational systems.

We are looking for a person with:

- A postgraduate/ graduate degree with 0.5-2 years of work experience.
- Very good communication, writing and presentation skills (written and verbal) and the ability to work under pressure. Good design (software like Canva, PowerPoint, Mind map ) and computer skills ( Microsoft Office) will be advantageous.
- Ability to think creatively and have good story-telling ability.
- Has a strong commitment to youth leadership and social justice issues; and a passion for leading exciting media campaigns on youth development
- Ability to inspire and be inspired, keep commitments, go getter and chasing co-created targets, think out of the box, build relationships and be open to learning
- Capacity to strengthen systems and processes including databases and computer-based communications and effectively coordinate meetings and events.
- Willingness to travel
- Fluency in English and Hindi.

*\*\*We are looking for people who are willing to make a minimum of a 2 year commitment to Pravah. We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision.*