

## **Volunteer Engagement Coordinator – Job Description**

1. End-to-end execution of volunteer engagement activities - all modes (including planning, scheduling, beneficiary identification, process/policy compliance, facilitation, all-round feedback compilation, conclusion)
2. Database maintenance of all activities of the year and reporting as per standard processes (including all stakeholders - volunteers, beneficiaries, supporting staff from Sikshana etc)
3. Policy compliance - in all activities
4. Planning and proposing year-wise activities
5. Stakeholder management for execution of activities - students, volunteers, govt authorities, vendors, supporting Sikshana staff, offsite locations etc
6. Feedback compilation and management
7. Event reporting and social media content
8. Assist in other tasks as indicated by the Team Lead or Management