

Staff Positions – 2009 - 2011

Things to Note:

- *Positions in the organization are currently available at three levels: Senior Management, Management and Programme Divisions.*
- *Please note that all positions are volunteer positions, except for two in the programme division mentioned.*
- *If you would like to work with a part time post in a full time capacity, contact us at +91 9810283653.*
- *We would love to have more of these positions as full time staff, but are still building our capacity to host the same.*
- *Honorariums are provided to cover working expenses. Information regarding the same will be provided to selected applicants.*
- *All staff members participate equally in fundraising activities. Please note that this is a common part of everyone's job description. Whilst the organization does train you on how to fundraise and prior fundraising knowledge is NOT required, you must be willing to work with the same.*
- *Part time is a qualification usually given to a college or school student working with us. It entails working with a particular project or with the management of The YP Foundation after or around college hours. It requires that the staff member be present at all staff meetings, project meetings and all TYPF events. Additionally it requires a certain level of commitment and dedication on the part of the staff member to adequately manage time between college hours and TYPF responsibilities.*
- *ODC stands for Organizational Development Committee and refers to our Senior Management and Management teams.*
- *The age range of staff members at TYPF is between 18 and 28 years of age.*
- *Questions should be emailed in to us at theypfoundation@gmail.com.*

Senior Staff - Management

S. No.	Designation	Tenure	Description (Brief)	Desired Qualities
1.	<u>Volunteer Management Head, Volunteer Management System (VMS)</u>	2 years (part-time)	<p>The Volunteer Management Head is positioned at the top 3 levels within the Senior Management Team – the Organizational Development Committee at The YP Foundation.</p> <ul style="list-style-type: none"> • Recruiting Volunteers for Projects & Organizational Management • Overseeing Database Management and co-coordinating Press & Publicity for volunteer induction and events with the Admin Team and Projects Manager. • Develop & Monitor Organizational Quality & Targets by overseeing Volunteer engagement in projects: • Human Resources Management with volunteers and staff • Monitoring Feedback & Evaluation Systems in projects and the organization. • Ensure that volunteers at large are well connected to the organization's vision and can participate in the growing changes in the organization. • Co support fundraising work in the organization with volunteers. • The VMS Head can be asked to travel and/or represent the organization at multiple forums. • Attendance at all ODC/Management & Staff Meetings is mandatory • It is mandatory to be present at all the events that take place in the organization. • Conduct and organize annual feedback and updates with volunteers and alumni. • The VMS is encouraged to pick up additional project engagement/work 	<ul style="list-style-type: none"> • People Friendly • Approachable • Committed • Good communication skills • High Integrity • Interested in Volunteer Management & Human Resources Development

			<p>as per their discretion and capacity.</p> <ul style="list-style-type: none"> Assessing potential project partnerships, distributing appropriate work to staff and monitoring of partnerships. 	
2.	<u>Administrative Co - Coordinator</u>	2 years (part-time)	<p>The Administrative Co- Coordinator has primary direct responsibility for publicity for organizational events, office operations, vendor selection, and facilities operations.</p> <ul style="list-style-type: none"> Working on publicity for events held by the organization- online publicity, printing, and distribution and putting up of event posters, phone calls, etc. This includes speaking with press and developing event partners. Attendance at all ODC/Management & Staff Meetings is mandatory It is mandatory to be present at all the events that take place in the organization. The Admin Co-Coordinator oversees the work of the Events Manager and the Office Manager, this overviews pre, event and postproduction work as well as office inventory and maintenance and database updating. 	<ul style="list-style-type: none"> Excellent Team Management skills. People Friendly Quality Driven Mobile (either comfortable with using public transport or independent in the same) Flexible Timings (Events are late nights) Interested in Event Management, Publicity Systems & Management Information Systems.

Management - Organizational Development Committee

S. No.	Designation	Tenure	Description (Brief)	Desired Qualities
1.	<u>Database Manager for Volunteer Management System (VMS)</u>	1-2 years (part-time)	<ul style="list-style-type: none"> ○ Create, maintain and update records of all volunteers who have joined the organization. ○ Send key communication to volunteers regarding monthly updates in the organization. ○ Annually update the database and information in it. ○ Coordinate with the publicity and administrative teams to update volunteer database. ○ Collate and organize volunteer sign up and exit forms. ○ The database manager is encouraged to attend VMS induction for volunteers to familiarize himself/ herself with the volunteers in the organization. ○ Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. 	<ul style="list-style-type: none"> ○ Attention to detail ○ Effective organizational skills ○ Punctual ○ Excellent Excel Skills ○ Good Inter Personal Skills
2.	<u>Administrative Liaison for Volunteer Management System (VMS)</u>	1-2 years (part-time)	<ul style="list-style-type: none"> • Assisting in recruiting staff & volunteers for projects • Assisting with database management, press & publicity • Monitoring Annual Calendar & Human Resources Management • Monitoring Feedback & Evaluation Systems • The Administrative Liaison may be asked to pick up additional project engagements/work as per their discretion and capacity. • Ensuring that the staffing team at large understands changes in the organization and their impact on working processes. • Building organizational development capacity at TYPF, ensuring that individual goals meet project goals and organizational goals, understanding 	<ul style="list-style-type: none"> • People Friendly • Approachable • Committed • Good communicator • High Integrity • Interested in Volunteer Management & Human Resources Development

			<p>the issues TYPF works with.</p> <ul style="list-style-type: none"> • Networking for the organization: building a database and network of schools, professionals, donors, organizations and companies that are interesting partners, support systems, funders as well as volunteers. • Attendance at all VMS, Organizational Development Committee (ODC) and Staff Meetings. • It is mandatory to be present at all the events that take place in the organization. 	
3.	PR Coordinator	2 years (part-time)	<p>The PR Coordinator will support the day-to-day administration of PR and fundraising activities, specifically with writing/designing/updating (newsletters, monthly memos, annual reports, brochures/handouts, web site, social networks, press, case statements etc.), facilitating and coordinating various events' elements. The PR Coordinator works to establish and maintain positive relationships with a variety of organization's publics.</p> <ul style="list-style-type: none"> • Effectively develop full range of materials including monthly thank you letters, specific requested letters, newsletter articles, press releases and advisories, email correspondence, monthly mailings, event correspondence, social networking bulletins, web site updates, handouts, posters, etc. • Writes press releases and advisories and disseminates to media contacts • Monitors media outlets for coverage • Maintains positive relationships with current contacts and develops new • Assembles media kits as requested • Communicates with businesses, clubs, organizations and individuals who come to PR Coordinator with event plans or ideas, and helps to carry out the 	<p>Prior Experience Preferred.</p> <ul style="list-style-type: none"> • Excellent Communication Skills. • Approachable and Friendly • Good Networking Skills. • Strong understanding of Media • Interest in communications work. • Punctual

			<p>events</p> <ul style="list-style-type: none"> • Helps coordinate and publicize events • Assist with research for new fundraising opportunities • Excellent written and verbal communications skills, organized, detail oriented, able to multitask, self-starter, able take initiative to get projects completed successfully, basic understanding of press releases, ability to manage deadlines and ability to work in a team environment or with minimal supervision and basic computer skills desired • Maintain a database of documentation from all events and coordinate with the technical team on creating good quality documentation. • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. 	
4.	Administrative Liaison for Finance Team	1-2 years (part-time)	<p>The Administrative Liaison for the Finance Team ensures donor follow-ups take place and that donors are satisfied with the organization; and also ensures that the database of the finance team is updated.</p> <ul style="list-style-type: none"> • Accounting based work of the organization • Reviewing Due Diligence Systems and ensuring they are effectively placed – that the reporting is well done and accurate, that donors are updated about the latest happenings at The YP Foundation. When the Monthly Newsletter coming out – ensuring that Donors are on that database. • Following up with donors, maintaining and updating the donor database, Maintaining and updating the list of all the vendors • Working separately with each branch of the organization on maintaining accurate financial systems. • Attendance at all Organizational Development Committee (ODC) and Staff 	<ul style="list-style-type: none"> • Prior Accounting Knowledge would be desirable, but not necessary, • Meticulous. • Punctual. • Good communication skills. • Good with Excel. • Flexibility of Time to work with different branches. • Good at multi tasking.

			<p>Meetings and finance meetings</p> <ul style="list-style-type: none"> • It is mandatory to be present at all the events that take place in the organization. 	
5.	Deputy Treasurer for Finance Team	2 years (part-time)	<p>The Deputy Treasurer ensures that the organization works smoothly in monetary terms and also ensures that all the records and filing is completed time to time.</p> <ul style="list-style-type: none"> • Maintain TYPF's accounts with the Treasurer. • Reviewing Due Diligence Systems with the Administrative Liaison for the Finance Team and ensuring they are effectively placed – that the reporting is well done and accurate, that donors are updated about the latest happenings at The YP Foundation. Report to the Managing Trustee on the same. • Finance based work entailing ensuring that all the branches of the organization are operating within their budgets and helping the organization in efficient costing. • Administrative work entailing filing of source documents, updating records, completing all finance filing and documentation after events. • Working separately with each branch of the organization on helping them understand policies and systems, ensuring they have the requirements to complete finance formalities and handling all event costing. • Attendance at all Organizational Development Committee (ODC) and Staff Meetings and finance meetings. • It is mandatory to be present at all the events that take place in the organization. 	<ul style="list-style-type: none"> • Prior Accounting Knowledge would be desirable, but not necessary, • Meticulous. • Punctual • Resourceful • Mobility: Must be willing to meet and negotiate with vendors
6.	Administrative Liaison to the	1-2 years (part-	<ul style="list-style-type: none"> • Monitoring organizational targets on a monthly and annual basis. • Working with the ODC and relevant Project Heads/ Teams and volunteers to 	<ul style="list-style-type: none"> • Meticulous • Punctual

	Managing Trustee	time)	<p>implement strategic follow-ups and measuring impact analysis of the issues TYPF works with.</p> <ul style="list-style-type: none"> • Ensuring filing and documentation (report/photo/video/etc.) • Assisting the Managing Trustee with relevant follow-ups. • Scheduling of bi-monthly Staff Meetings • Writing official communication in the absence of the Managing Trustee • Helping with fundraising and networking for the organization • Attendance at all Organizational Development Committee (ODC) and Staff Meetings and finance meetings. • It is mandatory to be present at all the events that take place in the organization. 	<ul style="list-style-type: none"> • Quality Driven • Mobile (either comfortable with using public transport or independent in the same) • Flexible Timings (Events are late nights)
7.	Office Manager	1-2 years (part-time)	<p>The Office Manager is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.</p> <ul style="list-style-type: none"> • Main Activities include designing and implementing office policies, establishing standards and procedures, organize office operations and procedures, supervising office staff, controlling correspondences, reviewing and approving supply requisitions, maintaining office equipment • Designing filing systems and ensuring filing systems are maintained and up to date, ensuring protection and security of files and records, ensuring personnel files are up to date and secure • Planning and implementing office systems, layout and equipment procurement, maintaining and replenishing inventory, checking stock to determine inventory levels, anticipating needed supplies, verifying receipt of 	<ul style="list-style-type: none"> • Attention to detail and high accuracy • Effective organizational skills • Honest and trustworthy • Quality Driven

		<p>supply.</p> <ul style="list-style-type: none"> • Coordination with Registration and the Events Manager for all material required for organizational events. Working with each branch prior to events to ensure all required material is provided, cared for and returned on time to the office. • Submission of a monthly report to the Administrative Coordinator and bi-monthly report to the Projects Manager/Managing Trustee. • Maintenance of the organizational databases – Staff, Ex-Staff, Volunteers, Access Professionals lists, general registration for all events, registration for events list of young people, and the donor database. • Attendance at all Organizational Development Committee (ODC) and Staff Meetings and finance meetings. • Assisting in maintaining cost effective expenditure in the organization. • It is mandatory to be present at all the events that take place in the organization. 	
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Programme Divisions

S. No.	Designation	Tenure	Description (Brief)	Desired Qualities
1.	<u>Coordinator – Nanhi Chhaan Campaign</u>	1 year (part-time) OR Full time.	<p>Nanhi Chhaan is a secular grassroots project in urban and rural India that runs two initiatives from places of worship – the planting and distribution of saplings as well as campaigns on the rights of the girl child and empowerment of women. This is a powerful initiative and the project coordinator will have the opportunity to work with top industrialists, key stakeholders and NGOs working with climate change and the girl child to develop and implement ten on ground partnerships between schools and religious places of worship to develop self sustainable Nanhi Chhaan programmes.</p> <ul style="list-style-type: none"> • The programmes involve encouraging school students to undertake do-it-yourself projects on mitigating climate change through tree plantation and disseminating information on the status of the girl child in India, addressing social and legislative issues impeding the empowerment of women. • The Coordinator will also monitor and develop a special digital media project that maps the impact of the Nanhi Chhaan movement in Delhi or across the country in Jaipur and Punjab. This will be done through traveling with young people and/or overseeing the same, and using visual media to document how encouraging this twin issue has impacted grass root level change. • Coordinating with the media regarding the project. The project provides tremendous freedom to young people who are passionate about climate change and the rights of women and the girl child to network and 	<ul style="list-style-type: none"> • Preferred prior experience in a managerial/coordinator's post • Good communication skills • People friendly • Approachable • Committed • Passionate about Climate Change and the Environment and Girls and Women's Rights.

			<p>develop a movement where a platform for do-it-yourself projects on both issues can be instituted.</p> <ul style="list-style-type: none"> • The coordinator will be responsible for monitoring all the ten potential project partnerships as well as organizing public events through music and the arts to raise the profile of the same. • The project has potential partnerships with WWF and Save the Children; the coordinator would be coordinating with both key institutions, additionally, identifying more partners. • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. <p>For estimates on full time salaries for this post, please contact the Managing Trustee @ theypfoundation@gmail.com</p>	
2.	Administrative Liaison – Nanhi Chhaan Campaign	1 year (part-time) OR Full time	<p>Nanhi Chhaan is a secular grassroots project in urban and rural India that runs two initiatives from places of worship – the planting and distribution of saplings as well as campaigns on the rights of the girl child and empowerment of women. This is a powerful initiative and the project coordinator will have the opportunity to work with top industrialists, key stakeholders and NGOs working with climate change and the girl child to develop and implement ten on ground partnerships between schools and religious places of workshop to develop self sustainable Nanhi Chhaan programmes.</p> <ul style="list-style-type: none"> • The AL will assist the Coordinator in monitoring and developing a special digital media project that maps the impact of the Nanhi Chhaan 	<ul style="list-style-type: none"> • Good communication skills • People friendly • Approachable • Committed • Passionate about Climate Change and the Environment and Girls and Women’s Rights.

			<p>movement in Delhi or across the country in Jaipur/Punjab.</p> <ul style="list-style-type: none"> • Coordinating with the media regarding the project and the implementation of school programmes. • The AL will be responsible for assisting the Coordinator in monitoring all the ten potential project partnerships as well as organizing public events through music and the arts to raise the profile of the same. • The AL would also work on communication with potential partners such as Save The Children, WWF and established industry bodies. • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory <p>For estimates on full time salaries for this post, please contact the Managing Trustee @ theypfoundation@gmail.com</p>	
3.	Life Skills Curriculum (LSC) Head, Blending Spectrum	1-2 years (part-time)	<p>The LSC Head will be a part of “Blending Spectrum”. This project of The YP foundation works with issues such as healthcare, life skills development and informal education for street and slum children. The LSC Head works in collaboration with partner organizations, working on the same issues, using the same media, to prepare a comprehensive LSC manual. This facilitates interaction between TYPF and the partner organizations.</p> <ul style="list-style-type: none"> • Designing games and energizers based on life skills with the team, editing the same and formatting the lesson plans. • Documenting the LSC progress of children as well as communicating 	<p>Prior Experience Preferred.</p> <ul style="list-style-type: none"> • Innovative • Good organizational skills • Good verbal and written communication skills

			<p>with the Global Fund for Children in Washington DC, the organization's donor for the project and reporting to the Managing Trustee for the same.</p> <ul style="list-style-type: none"> • Developing training for volunteers on maximizing children's learning skills and effective ways to work with children. • Training volunteers working at the locations on the proper implementation of the manuals. • He/she must make regular visits (at least once in 2 weeks to each) to the locations to ensure that the manuals are being implemented efficiently. • Ensuring that regular feedback is received from the location heads and incorporating the same into subsequent lesson plans. • Ensuring that the Life Skills Curriculum is in cohesion with Blending Spectrum's Annual and Monthly Targets as well as the Location Targets. • Team responsibilities include setting and evaluating long term goals for the project, preparing a curriculum and lesson plans to meet the specific needs and abilities of the locations, meeting once every 2 weeks for a review and creating a POA for the next 2 weeks, preparing a training outline to train the volunteers in the implementation of the curriculum and training volunteers. • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. 	<ul style="list-style-type: none"> • People friendly • Approachable • Committed
4.	Technical Head for Film, The Butterfly Project	1-2 years (part-time)	The Technical Head for Film works with the Coordinator and the Administrative Liaison of The Butterfly Project. The Butterfly Project is a unique resource space for young people interested in working with film and	<ul style="list-style-type: none"> • Preferred film/ photography skills, knowledge of digital

		<p>literature. The Butterfly Project works with a team of 20 volunteers and has been supported by the Global Fund for Children, IDEA, The Idea Works, Punj Lloyd and the Nishit Saran Foundation. The project is currently focusing on work through 3 areas:</p> <ul style="list-style-type: none"> • <u>The Bridge</u>: The Bridge is an independent magazine series run by young people, on issues that they are personally committed to. The Bridge is edited, designed, produced and funded by young people. 6 Editions have been released since 2004. • <u>The Film Series</u>: The Film Series is an annual film festival organized by The Butterfly Project that promotes amateur and professional filmmakers to share short films on issues that communicate powerfully. This year the film series is focusing on animation, fiction and nonfiction films. • <u>Digital Storytelling</u>: A recent addition, The Butterfly Project partners with the Global Fund for Children and the Center for Digital Media and Storytelling to train young people to create their own digital media stories, with the aim of encouraging them to inspire others with their stories of social change. <ul style="list-style-type: none"> • Basic film/photography skills, knowledge of digital technology, computer skills, and of film. • Overseeing the quality and progress of film-based projects. • Coordinating and overseeing all video and photo documentation for the organization. • Working with the Administrative Liaison (AL) on handling training material/training manual and documentation of training. 	<p>technology, computer skills, and of film and literature</p> <ul style="list-style-type: none"> • Good organizational skills • Good verbal and written communication skills • People friendly • Approachable • Committed
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			<ul style="list-style-type: none"> • Identifying and meeting professionals along with the coordinator and AL for the project • Writing a report on the status of the team and the work (report of both pending and completed tasks) with the coordinator and AL on a regular basis • Identifying innovative and strong project partners and partnerships for The Butterfly Project • Working on publicity with Administrative Coordinator and member in charge of publicity • Helping with fundraising and recruitment of new members to the project • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. 	
5.	Administrative Liaison to the Butterfly Project	1-2 years (part-time)	<ul style="list-style-type: none"> • Developing a schedule of meetings with the coordinator/project head for the team members/volunteers. • Handling training material/training manual and documentation of training. • Collection and maintenance of finance records and submission. Helping to develop a budget with the Coordinator, Treasurer and Administrative Coordinator prior to a project. • Identifying and meeting access professionals along with the coordinator for the project • Writing a report on the status of the team and the work (report of both pending and completed tasks) with the coordinator on a regular basis 	<ul style="list-style-type: none"> • Preferred film/ photography skills, knowledge of digital technology, computer skills, and of film and literature • Good organizational skills • Good verbal and written communication skills

		<p>and</p> <ul style="list-style-type: none"> • Developing a Database for the branch • Working on publicity with Administrative Coordinator and member in charge of publicity • Helping with fundraising and recruitment of new members to the project • Efficiency in event management, computer skills, and basic accounting skills are desired. • Attendance at all Staff Meetings and at all the events that take place in the organization is mandatory. 	<ul style="list-style-type: none"> • People friendly • Approachable • Committed
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