

**NOTE:**

All candidates applying for positions at The YP Foundation need to keep the following in mind:

- × The YP Foundation is an equal opportunity organization.
- × All applications should be submitted to [jobs@theypfoundation.org](mailto:jobs@theypfoundation.org) no later than May 22, 2010
- × Upon the submission of your application you will receive a call for interview, a date and time for which will be set with you.
- × The YP Foundation's core focus, guide and source of values are working with a human rights based approach. It is the foundation upon which all projects of the organization are conceptualized, debated and implemented.

Post Opening	Basic Qualification	Job Description	Additional Qualifications
<b>Management Positions</b>			
<b>The Coordinator of the Trainers Cell is part of the Senior Management of the organization. He/she is responsible for overseeing the conceptualization and implementation all the training activities across TYPF's 6 programme divisions. The Trainers Cell Coordinator should be interested in developing the capacities of young people as peer educators, whilst working with the issues of Gender, Sexuality, Rights, Health, Governance, Life Skills, Arts and Education. The Trainers Cell Coordinator is accountable for maintaining the quality and standard of training conducted across different projects in the organization and should be passionate about human rights issues.</b>			
<b>Trainers Cell Coordinator</b>	<p><u>Type:</u> Full Time</p> <p><u>Tenure:</u> Minimum 2 years</p> <p><u>Prior Experience in:</u></p> <ul style="list-style-type: none"> <li>• Developing facilitative and communication skills for young people.</li> <li>• Current understanding of a minimum of 2 of 6 issues the organization works with must be high.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a comprehensive training cycle for the organization. Work with the programme teams to monitor the cycle of training in projects</li> <li>• Work with volunteers and external partners to plan and implement training modules.</li> <li>• Develop and adapt youth friendly training materials for projects.</li> <li>• Identify potential partnerships for training with external organizations.</li> <li>• Coordinate documentation and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or interest in working with youth led development processes.</li> <li>• Experience with project management and/or training modules for peer educators in English (and preferably Hindi).</li> <li>• Ability to explain concepts coherently to a large group of people. Comfortable working with large groups of young people.</li> <li>• Excellent written and verbal communication skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Basic understanding of Human Rights.</li> </ul> <p><u>Minimum Education:</u> Bachelors' (BA, BS etc.)</p> <p><u>Salary:</u> Commensurate with experience</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<p>training across projects.</p> <ul style="list-style-type: none"> <li>• Work with staff members to monitor and evaluate the progress of volunteers in training.</li> <li>• Work with the Senior Management to assess the training needs of staff members as well as programme divisions at the beginning of the year and work towards providing them with the same.</li> <li>• Work with the organization to develop assessment methods and evaluation systems.</li> <li>• Maintain current knowledge of the issues the organization works with.</li> <li>• Maintaining a database of training resources for the organization.</li> </ul>	
<p><b>The Executive Assistant to the MT is responsible for assisting the Managing Trustee with the primary responsibility of running the organization. The portfolio includes focussing on the qualitative standards of programmes along with lending assistance to the leadership and management of the organization. The Executive Assistant should be unafraid of hard work, be comfortable with multi tasking and be flexible in wanting to work with varied aspects of organizational development, finance, project management and administrative work that tie into the daily running of a youth led organization.</b></p>			
<p><b>Executive Assistant, Managing Trustee/CEO</b></p>	<p><u>Type:</u> Full Time</p> <p><u>Tenure:</u> 2 years minimum</p> <p><u>Prior Experience:</u> While educational qualifications are not a primary qualification and work experience can vary, the willingness to multitask and an interest in engaging with and learning about the dynamic</p>	<p><u>Communications &amp; Fundraising</u></p> <ul style="list-style-type: none"> <li>• Coordinate fundraising communication, grant reporting and donor related work.</li> <li>• Coordinate the monthly newsletter and assist with report writing, as required. Official communication with external partners.</li> </ul> <p><u>Research and Advocacy</u></p> <ul style="list-style-type: none"> <li>• Research and report on areas relating</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate should be hardworking, bright and interested in learning about/ working with youth led organizational development and management.</li> <li>• Be willing to accommodate the flexible nature of youth run and led community work.</li> <li>• Self-driven, mature, credible and comfortable with working in high pressure situations</li> </ul>

	<p>processes of a youth organization on management, issues based work and administration are extremely necessary. Excellent communication skills (oral as well as written) in English are necessary.</p> <p><u>Minimum Education:</u> The Applicant should have completed their schooling and under graduate degree.</p> <p><u>Salary:</u> Commensurate with experience</p> <p><u>IT Skills:</u> Proficient user of MS Office and the Internet.</p>	<p>to gender, sexuality, rights and help coordinate regional local and international advocacy projects along with the MT.</p> <p><u>Organizational Development</u></p> <ul style="list-style-type: none"> <li>• Input on governance and management processes of youth organizations and TYPF in specific.</li> <li>• Coordinate management follow-ups and issue based work, which might come up from time to time.</li> <li>• Maintain all employee records and databases.</li> <li>• Coordinate for the Managing Trustee with the Board of Trustees on agenda points and actions as mutually decided. Coordinate with the staff on behalf of the MT when the latter is travelling.</li> <li>• Assist with the organization's strategic planning process.</li> </ul> <p><u>Administrative and Finance</u></p> <ul style="list-style-type: none"> <li>• Assist with documentation and filing. Coordinate logistical requirements for Annual Staff Trainings</li> <li>• Assist with managing funds and finance work relating to the Managing Trustee.</li> <li>• Manage, organize, and update relevant data using database applications</li> <li>• Arrange and participate in meetings, conferences, and project team activities</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work extended hours on occasions when required</li> <li>• Excellent IT skills (proficient user of MS Office, Internet and Email)</li> <li>• Have a strong basic sense of math. (Professional accounting skills are not mandatory).</li> <li>• Excellent interpersonal skills and ability to work independently as well as part of a team.</li> <li>• This portfolio works directly under and with the MT, and helps share the MT's workload.</li> <li>• The work is intensive and can be unpredictable but offers opportunities to engage with various local national and international agencies, professionals and helps build critical skills to manage and run an institution.</li> </ul>
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**The Chartered Accountant of TYPF monitors the funds and maintains the accounting of the organization, including records of expenditure and funds raised, ensuring that all essential paper work is completed and delivered in a timely fashion to the concerned parties/individuals. Maintenance of finances at TYPF happens on two levels, organizational and programmatic, the CA's job role will entail developing a firm understanding of both these levels.**

<p><b>Chartered Accountant for TYPF</b></p>	<p><u>Type:</u> Part Time</p> <p><u>Tenure:</u> Two years minimum</p> <p><u>Minimum Qualification:</u> Member of ICAI</p> <p><u>Salary:</u> Commensurate with experience</p>	<ul style="list-style-type: none"> <li>Accounting: Would be required to prepare financial statements, give advice on accounting systems, budgets, management information, cash flows and on the over all efficient usage of funds by the organization.</li> <li>Taxation: Would be required to help in the process of filing taxes and maintaining files for the same.</li> <li>Ensuring that due diligence, expense reports and utilization certificates required by external partners are delivered within deadline.</li> <li>Preparing and monitoring the organizational budget year round.</li> <li>Finance: Working with the ODC and the Managing Trustee on an organizational level to manage and keep tally of expenditure.</li> <li>Monitoring project division expenses of TYPF.</li> </ul>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>An aptitude for figures</li> <li>An analytical mind</li> <li>An interest and knowledge of the latest information concerning taxation, financial management, Non-profit law and company law.</li> <li>Be willing to accommodate the flexible nature of youth run and led community work.</li> </ul>
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**The Coordinator for Fundraising & Communications works with the Board, Senior Management and Volunteers of the organization. He/she designs, coordinates and oversees the implementation of a fundraising strategy for the organization, which includes coordinating with companies, working with grant makers, communicating/reporting with donors and key stakeholders and coordinating innovative local fundraising events. We are looking for a person who is intelligent, has a sense of humour, is not bored at the idea of coordinating a team of 50+ people, and can find extraordinary ideas in ordinary opportunities.**

<p><b>Coordinator, Fundraising and Communications</b></p>	<p><u>Type</u>: Part Time/ Full Time</p> <p><u>Tenure</u>: 2 years minimum</p> <p><u>Minimum Qualification</u>: Currently pursuing a Bachelor's or Grad/PhD student.</p> <p><u>Salary</u>: Commensurate with experience</p> <p><u>IT Skills</u>: Proficient user of MS Office and the Internet</p> <p><u>Language Requirements</u>: Should be proficient in English.</p>	<ul style="list-style-type: none"> <li>• Working with the Managing Trustee to formulate an appropriate fundraising strategy for TYPF.</li> <li>• Designing an annual action plan for raising funds and innovative partnerships.</li> <li>• Research and compile a list of appropriate funding solutions. Focussing on local, national and international avenues of fundraising.</li> <li>• Grant researching and grant writing: preparing and managing information for the application of TYPF grants.</li> <li>• Liaise with funding organizations</li> <li>• Cultivating and soliciting donors and sponsors, both private individuals and companies.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a current undergrad/ grad/PhD student</li> <li>• Strong communication skills, both oral and written</li> <li>• Experience with fundraising, grant writing, and/or event planning</li> <li>• Experience fundraising for non-profit start-ups is a plus, but not necessary.</li> <li>• Self-starters and innovative thinkers who are comfortable working with a team as well as independently</li> </ul>
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For any questions, clarifications and confusions, please don't hesitate to contact us at +91 11 46792244/ [jobs@theypfoundation.org](mailto:jobs@theypfoundation.org)