



## **Associate - Founder's Office**

Location: Mumbai

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### **About the Organization:**

Since 2013, Antarang Foundation has been one of the leading voices in bringing employability and career development into the mainstream education narrative. We believe that education which does not lead to social and economic progress is incomplete – and hence employability and aspirational careers need to be accessible to all young adults across the socioeconomic spectrum.

Our students are film makers, podcast specialists, fitness trainers and study in colleges from Bhandup to Boston. This is because Antarang's programs are unique and focus on bridging the ability of adolescents and young adults to make informed career decisions and industry's intent to hire talent with potential.

Antarang Foundation builds key employability skills in disadvantaged youth in urban low-income settlements. Through two structured programs Antarang guides students on career choice, trains them in core employability skills and connects them to employment opportunities of their choice.

### **Roles and responsibilities:**

- Responsible for managing Founder's calendar and setting up meetings
- Communicating with internal and external stakeholders
- Doing initial research to provide inputs on key projects including proposals to donors
- Planning and organizing small events for external stakeholders

### **Profile Requisites:**

- Excellent written communication skills
- Excellent relationship building and verbal communication skills
- Good research skills
- Strong time management skills
- Ability to adhere to timelines
- Detail oriented

- Enjoys research and coordinating with people
- 0-2 years of work experience

#### **What's in it for you?**

- Impact the outcomes: Your commitment to the cause will impact the outcomes of our programs directly by getting 25 Lakh youth in careers of their choice
- A young, vibrant work environment where Care forms the bedrock of our culture
- Working with a team who will help you learn and develop and give autonomy wherever possible
- Roles and responsibilities that will help you hone transferable skills relevant to the social impact space and beyond
- Last but not the least...the chance to form some strong bonds and connections!

If you are excited about this role and want to contribute please fill this [form](#) with your updated resume and in case of queries write to **Payal@antarangfoundation.org**, Wish you luck and hope to be in touch!