

CENTRE FOR CIVIL SOCIETY

Coordinator, Programs

Centre for Civil Society is an independent public policy think tank based in New Delhi working on outreach, research and advocacy on critical public policy issues that affect India. For the last couple of years, CCS has built a strong portfolio of research and advocacy in education, livelihoods, and governance. CCS offers challenging opportunities in a unique, high-energy, and vibrant work environment. Salary will be commensurate with experience. Candidates who feel qualified based on the description below and can commit at least two years to CCS, can send cover letter, resume with two references by email to careers@ccs.in.

JOB PROFILE

The Programs Team at CCS organizes various certificate courses, policy meets, seminars, competitions, festivals and colloquia to engage people with social and economic issues through an understanding of public policy. We offer a wide range of very exciting and diverse programmes for a range of audiences including college students, journalists, MPs, bureaucrats, academicians and filmmakers.

We are currently seeking a passionate and experienced Coordinator, Programs to help design, organize, and execute our public policy courses, competitions (essays/photography/film-making) on various issues of policy interest in India, and conferences and workshops with a variety of stakeholders.

Responsibilities

- Overall programs coordination including programme planning, monitoring & evaluation;
- Supervising execution as per plan and deadlines including media coordination and publicity;
- Managing programmes like seminars, dialogues, policy meets, colloquia, and documentary festival;
- Developing new ideas for programmes, introducing new methodologies, and innovating on content depending on programme objectives and evaluations;
- Managing associates, and volunteers working on the team;
- Improvising constantly and changing methods and content depending on feedback and personal experience.

Qualifications and Experience:

- Bachelor's degree;
- Minimum 5 years work experience in coordinating and managing events, workshops and seminars.

Technical Competencies:

- Excellent written and spoken communication skills in English;
- Excellent inter-personal skills;
- Excellent organization skills, leadership skills and attention to detail;
- Creative problem solving skills;
- Good knowledge of computers (MS Office, Internet, email);
- Willingness and ability to travel;
- Willingness to commit for at least two years

Core Competencies:

- Articulate in written and spoken expression;
- Passionate about education;
- Liberal bent of mind;
- Great team player;
- Ability to generate goodwill with working partners; and
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines.

Last date to receive applications: 18 July 2011

Associate (Marketing), Programs

Centre for Civil Society is an independent public policy think tank based in New Delhi working on outreach, research and advocacy on critical public policy issues that affect India. For the last couple of years, CCS has built a strong portfolio of research and advocacy in education, livelihoods, and governance. CCS offers challenging opportunities in a unique, high-energy, and vibrant work environment. Salary will be commensurate with experience. Candidates who feel qualified based on the description below and can commit at least two years to CCS, can send cover letter, resume with two references by email to careers@ccs.in

JOB PROFILE

The Programs Team at CCS organizes various certificate courses, policy meets, seminars, competitions, festivals and colloquia to engage people with social and economic issues through an understanding of public policy. We offer a wide range of very exciting and diverse programmes for a range of audiences including college students, journalists, MPs, bureaucrats, academicians and filmmakers.

We are currently seeking an outgoing and enthusiastic Marketing Associate to help coordinate, market and publicise our public policy courses, competitions (essays/photography/film-making) on various issues of policy interest in India, and conferences and workshops with a variety of stakeholders.

Responsibilities

- Planning and executing an overall marketing strategy;
- Supervising external relations, brand building and marketing of CCS Programs;
- Identifying suitable partners, and building long-term relationships;
- Developing content and editorial operations for publications and websites;
- Managing the design, content, and production marketing materials and collaterals.

Qualifications and Experience:

- Bachelor's degree or equivalent in marketing, communications or public relations;
- At least 2 years of professional experience in PR or Marketing agencies/firms;
- Excellent written and spoken communication skills in English.

Technical Competencies:

- Excellent written and spoken communication skills in English;
- Excellent inter-personal skills;
- Excellent organization skills, leadership skills and attention to detail;
- Good knowledge of computers (MS Office, Internet, email);
- Willingness and ability to travel;
- Outgoing and optimistic disposition;
- Willingness to commit for at least two years;

Core Competencies:

- Articulate in written and spoken expression;
- Passionate about education;
- Liberal bent of mind;
- Great team player;
- Ability to generate goodwill with working partners; and
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines.

Last date to receive applications: 18 July 2011

Associate (Event Management), Programs

Centre for Civil Society is an independent public policy think tank based in New Delhi working on outreach, research and advocacy on critical public policy issues that affect India. For the last couple of years, CCS has built a strong portfolio of research and advocacy in education, livelihoods, and governance.

CCS offers challenging opportunities in a unique, high-energy, and vibrant work environment. Salary will be commensurate with experience. Candidates who feel qualified based on the description below and can commit at least two years to CCS, can send cover letter, resume with two references by email to careers@ccs.in.

JOB PROFILE

The Programs team at CCS organizes seminars, workshops, and policy meets, that make you look deeper, find out the root causes of India's problems and their relation to government policies. We offer a wide range of very exciting and diverse programs for a range of audiences including college students, journalists, MPs, bureaucrats, teachers, and professors. The overall objective of all CCS programs to engage the youth with social and economic issues through an understanding of public policy.

We are currently seeking a committed and passionate **Associate, Programs** to help coordinate and organize student seminars on public policy, competitions (essays/photography/film-making) on various issues of policy interest in India, and conferences and workshops with a variety of stakeholders.

Responsibilities

- Executing programs as per plan and deadlines including media coordination and program evaluation.
- Managing programs like seminars, dialogues, policy meets, documentary festival.
- Improvising constantly and change in methods and content depending on feedback and personal experience.

Qualifications and Experience:

- Bachelor's degree
- Minimum 2 years work experience
- Experience in organizing events, workshops, and seminars.

Technical Competencies:

- Excellent written and spoken communication skills in English
- Excellent inter-personal skills
- Excellent organization skills, leadership skills and attention to detail
- Good knowledge of computers (MS Office, Internet, email)
- Willingness and ability to travel
- Willingness to commit for at least two years

Core Competencies:

- Articulate in written and spoken expression;
- Passionate about education;
- Liberal bent of mind;
- Great team player;
- Ability to generate goodwill with working partners; and
- Ability to manage parallel tasks and deliver on time to meet internal and external deadlines.

Last date to receive applications: 18 July 2011