



CMCA is an equal opportunity employer and is committed to creating an equal, inclusive, and diverse work environment.

JOB DESCRIPTION

Position Title:	Youth Leadership Mentor - Ramanagara	
Function :	Program Implementation	
Level	I1 or I2, Associate/ Sr. Associate	
Position Reports to:	Programs Sr Officer/ Assistant Manager/ Manager	
Supervises	NA	
Location:	Ramanagara	
<p>Purpose: The Programs Associate is responsible for coordinating and delivering CMCA APF Project in Ramanagara. <i>In specific this position is responsible for enrolling, managing and mentoring youth (imparting Constitutional values and life skills including career, livelihood, social and emotional learning (SEL) skills) in the CMCA centre and beyond, and supporting youth in collective action and experiential learning journeys.</i></p> <p>This position is responsible for day-to-day implementation, monitoring and reporting to Senior Officer.</p>		
Key Responsibility Areas (KRAs)		
KRA	Description	Performance Indicators
1. Coordinate and Implement APF programs in the Ramanagara	<ul style="list-style-type: none">• Work with program leadership to plan and implement a variety of activities and events targeted at enrollment of youth for the program• Support with identifying additional expert resources to deliver complementary and supplementary learning inputs• Document and report on program management aspects	<ul style="list-style-type: none">• Maintenance of the Hub – infrastructure, quality and cleanliness etc as a center of excellence and as a safe, and democratic space for youth participants, partners and team• Timely and adequate enrollment of youth for the program• Engagement and retention of youth• Timely delivery of training• Timely and accurate documentation• Quality and accuracy of reports and data



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2. Be a mentor, role model and guide youth fellows and youth collectives through their learning journeys (Includes Alumni Journeys)	<ul style="list-style-type: none"> • Ensure and manage attendance and participation of youth for each program • Observe and mentor participants on an ongoing basis • Deliver training modules to batches • Guide and mentor participants to complete their individual learning journeys and complete course requirements • Identify youth with potential to take on leadership and change maker roles • Guide and mentor batches to form collectives and take on collective action initiatives • Implement plans to manage alumni of each batch • Maintain and manage the required data and information for each batch and for each participant as per required formats and templates (registration, performance, participation and engagement etc) 	<ul style="list-style-type: none"> • Quality of feedback from youth participants and master trainers • Increased knowledge/enhanced skills/favourable shifts in beliefs, attitudes and values among the intervened youth as per defined targets and outcomes • Enhanced participation of youth fellows in experiential learning activities as per defined targets and outcomes • Enhanced participation of youth fellows in the livelihood and career-building courses/workshops conducted by partner organizations
3. Stakeholder Management	<ul style="list-style-type: none"> • Build and manage relationships with education institutions / other sources of recruitment of youth • Scan the market to identify potential partners and collaborators and share with program leadership • Support in maintaining relationships with local government officials • Collate and provide data and reports on milestones as needed for various stakeholders 	<ul style="list-style-type: none"> • Enhanced support of (sensitized) community leaders, panchayat, local govt functionaries and other stakeholders • Feedback received • Quality and accuracy of reports and data
4. Capacity Building	<ul style="list-style-type: none"> • Acquire and be equipped with the necessary skills & tools to guide fellows • Keep up to date wrt social, political, education related new thinking, trends, issues • Attend organization training programs • Seek feedback and identify opportunities and avenues to enhance own capability • Build own capability in delivery of quality programs and Be committed to 	<ul style="list-style-type: none"> • Quality of ideas/ suggestions • Training programs attended • Independent efforts made to enhance own capability



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	learning and continuous improvement Support in developing the capability of field volunteers	<ul style="list-style-type: none"> External opportunities for learning leveraged
5. Grow the CMCA footprint	<ul style="list-style-type: none"> Be a champion for CMCA and represent the organization within the location/ region Identify opportunities to grow and expand the reach of CMCA - depth and breadth Support organization initiatives and contribute to other areas as needed 	<ul style="list-style-type: none"> Feedback from other department colleagues External connections made/ nurtured Alignment with CMCA Values and Principles

Person Profile:

Education Background	<ul style="list-style-type: none"> Minimum: Graduate in Sociology/ development Studies Desirable: A Master's degree or equivalent / M.Ed.
Years of experience	<ul style="list-style-type: none"> Min 3 years of relevant experience (training, teaching)
Industry Exposure:	<ul style="list-style-type: none"> NGO of a similar nature School or College
Type of Experience:	<ul style="list-style-type: none"> Exposure to teaching, working with students especially youth/ education is highly desirable, though not mandatory Community level work in engaging youth would be an advantage Basic computer skills- Microsoft tools such as Word/ PowerPoint/ Excel; Internet usage; familiarity with Apps Preference will be given to candidates from Ramanagara