



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

### JOB DESCRIPTION

<b>Position Title:</b>	Senior Program Associate/ Program Associate - Ramanagara
<b>Function :</b>	Program Implementation
<b>Level</b>	I1/I2, Associate/ Senior Associate
<b>Position Reports to:</b>	Programs Sr Officer/ Assistant Manager/ Manager
<b>Supervises</b>	Mentor/ Educator
<b>Location:</b>	Ramanagara

**Purpose:** The Associate, will develop, coordinate, and implement mentorship programs designed to empower youth. 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.

*This position requires a committed individual with a background in youth development, strong organizational skills, and the ability to work effectively with diverse groups.*

### Key Responsibility Areas (KRAs)

KRA	Description	Performance Indicators
<b>Plan and Manage the implementation APF program in Ramanagara</b>	<p><b>Mentorship Program Management:</b></p> <ul style="list-style-type: none"> <li>Oversee the implementation of mentorship programs across selected geographies.</li> <li>Coordinate with local teams to ensure the smooth execution of program activities.</li> <li>Monitor program progress and provide regular updates to project leadership.</li> </ul> <p><b>Data Management and Reporting:</b></p> <ul style="list-style-type: none"> <li>Maintain accurate records of program participants, activities, and outcomes.</li> <li>Collect and analyze data to assess program performance and impact.</li> <li>Prepare regular reports for the Youth Mentorship Lead and other stakeholders.</li> </ul> <p><b>Community Engagement:</b></p> <ul style="list-style-type: none"> <li>Build and maintain strong relationships with schools, community organizations, and other partners like panchayats and local government functionaries</li> <li>Promote the mentorship program through community outreach and engagement activities.</li> <li>Represent the organization at community events and meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring the maintenance of Hub infrastructure, quality and cleanliness etc. as a center of excellence and as safe and democratic space for youth participants, partners and team</li> <li>Completion of activities as per plan</li> <li>Adequate size of facilitator pool</li> <li>Stakeholder feedback</li> <li>Timely and accurate documentation</li> <li>Quality of improvement suggestions made</li> </ul>



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<b>Training And Development:</b>	<ul style="list-style-type: none"> <li>• Develop and deliver mentorship training sessions for youth participants.</li> <li>• Organize workshops and activities to enhance youth development and empowerment.</li> <li>• Assist in the development and delivery of training sessions for mentors.</li> <li>• Provide resources and support to enhance the skills and effectiveness of mentors.</li> <li>• Identify opportunities for professional development for both mentors and mentees.</li> <li>• Identify youth with potential to take on leadership and change maker roles</li> <li>• Guide and mentor batches to form collectives and take on collective action initiatives</li> <li>• Implement plans to manage alumni of each batch</li> <li>• 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)</li> </ul> <p><b>Support to team</b></p> <ul style="list-style-type: none"> <li>• Provide ongoing support and guidance to mentors and mentees.</li> <li>• Facilitate communication between mentors and mentees, addressing any issues or concerns that arise.</li> <li>• Organize regular check-ins and feedback sessions to monitor progress and program effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of feedback from youth participants and master trainers</li> <li>• Increased knowledge/enhanced skills/favorable shifts in beliefs, attitudes and values among the intervened youth as per defined targets and outcomes</li> <li>• Enhanced participation of youth fellows in experiential learning activities as per defined targets and outcomes</li> <li>• Enhanced participation of youth fellows in the livelihood and career-building courses/workshops conducted by partner organizations</li> <li>• Timeliness and accuracy of data submitted</li> </ul>
<b>Lead Youth Mentorship efforts for the APF Project</b>	<ul style="list-style-type: none"> <li>• Plan and Manage outreach and enrollment efforts of youth for the program</li> <li>• Identify needs and plan and coordinate hiring of educators / mentors</li> <li>• Guide and Mentor youth in each batch</li> <li>• Monitor community actions taken by youth</li> <li>• Create an approach to alumni management and actively engage alumni from each batch</li> <li>• Support and advice educators; monitor sessions and provide feedback</li> <li>• Take training sessions as needed</li> <li>• Identify and recruit Change makers</li> <li>• Liaise with community organizations, schools, and other partners to support program implementation.</li> <li>• Build and maintain strong relationships with stakeholders to ensure program success.</li> <li>• Represent the project at meetings, events, and conferences related to youth mentorship.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment of youth in the program as per schedule</li> <li>• Staffing of quality educators as needed</li> <li>• Quality of mentorship</li> <li>• Alumni management efforts</li> </ul>



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<b>Capacity Building</b>	<ul style="list-style-type: none"> <li>• Keep upto date wrt social, political, education related new thinking, trends, issues</li> <li>• Attend organization training programs</li> <li>• Seek feedback and identify opportunities and avenues to enhance own capability</li> <li>• Build own capability in delivery of quality programs and be committed to learning and continues improvement</li> <li>• Identify development areas and provide guidance and direction to team members to enhance their skills and knowledge</li> <li>• Support in developing the capability of field volunteer and educators</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of ideas/ suggestions</li> <li>• Training programs attended</li> <li>• Independent efforts made to enhance own capability</li> <li>• Timely completion of training of volunteers and educators</li> <li>• External opportunity for learning leverage</li> </ul>
<b>Grow the CMCA footprint</b>	<ul style="list-style-type: none"> <li>• Be a champion for CMCA and represent the organization within the location</li> <li>• Contribute to building the image and credibility of CMCA</li> <li>• Actively work towards alumni outreach and engagement initiatives</li> <li>• Actively support and help conduct events/ initiatives eg. CSR events/ donor events etc</li> <li>• Identify opportunities for collaboration (incl. partnerships to drive programs and fundraising)</li> <li>• Identify and share opportunities for improvement across the organization</li> <li>• Support organization initiatives and contribute to other areas as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from other department colleagues</li> <li>• External connections made/ nurtured</li> <li>• Programs expanded/ new programs introduced</li> <li>• Quality of Improvement suggestions</li> <li>• Alignment with CMCA values and Principles</li> </ul>

#### Person Profile:

<b>Education Background</b>	<ul style="list-style-type: none"> <li>• Minimum: Bachelor's degree in social science / humanities/social work or equivalent</li> <li>• Desirable: A Master's degree or equivalent / M.Ed.</li> </ul>
<b>Years of experience</b>	<ul style="list-style-type: none"> <li>• min 4-6 years of relevant experience (training, teaching)</li> </ul>
<b>Industry Exposure:</b>	<ul style="list-style-type: none"> <li>• NGO of a similar nature</li> <li>• School or College</li> </ul>
<b>Type of Experience :</b>	<ul style="list-style-type: none"> <li>• Exposure to teaching, working with students/ education is highly desirable, though not mandatory</li> <li>• Good communication skills.</li> <li>• Good to know English + 2 regional Language Kannada Is Mandatory</li> <li>• Basic computer skills- Microsoft tools such as Word/ PowerPoint/ Excel; Internet usage; familiarity with Apps.</li> <li>• Preference will be given to candidates from Ramanagara location</li> </ul>