Job Title: City Lead – Fellowships

Employment type: Contractual (4-5 months)

Locations: Bengaluru

Joining Data - End of November 2022

About the Organization: Pollinate Group is an award-winning, global organisation that empowers women as leaders of change to distribute products, such as solar lights and cooking appliances, that improve health, save time, and save money for the world’s most neglected communities. We’ve reached more than 900,000 people across India and Nepal and empowered more than 900 women to bring positive change in their communities. Our team is committed to reaching the communities nobody else will. We also deliver immersive Fellowship programs for students, professionals, and leaders from around the world, who seek to have an immediate impact and learn about opportunities from different communities. Currently offered in digital form, our fee for service program is another important avenue for creating social impact.

Find out more at www.pollinategroup.org

About the Role: Every year, over 100 Fellows support Pollinate Group’s mission to empower women and their communities in India and Nepal by contributing their skills to various organisational projects.

The Fellowship Program attracts change makers from around the world to contribute their skills to Pollinate Group’s operations while gaining exposure to a growing social enterprise. Participants from universities and companies in Australia and around the world undertake face to face or online learning through the Fellowship program. Program alumni go on to affect change in their workplaces and communities as intrapreneurs, entrepreneurs or leaders with many enjoying a long-lasting connection with Pollinate Group. This role will lead the coordination and curation of the Fellowship program in India with a focus on program review, program facilitation and operational delivery. The role relies on strong resource management skills to coordinate actions and logistics across cities with other teams.

We are recruiting to fill the position below. Contract can be renewed based on further program schedules

Key Responsibilities:

- Assist in managing Student Fellowship Program – including (but not limited to) the following activities:
  1) Prepare pre-program reading material and assist with pre-departure process
  2) Coordinate between teams and verticals to set up fellowships needs
  3) Curate and coordinate on all day-to-day fellowship activities on ground
  4) Facilitate field visits with the student groups and help with local language translation
  5) Coordination of multiple speakers, presenters, and field visits
6) Conduct program feedback with participants on a weekly note to understand what changes can be made

- Support operational needs and develop quality of experience on ground for the fellows.
- Provide complete analysis on the feedback given and the fellowship experience with recommendations for further programs.

This role requires candidates to be flexible to work across different departments and travel within cities and India/Nepal when necessary.

Qualifications and Skills

- You must display a willingness to work closely with disadvantaged communities, and a passion for social business and transforming the lives of those who are most in need.
- Excellent written and spoken English skills and 1 other regional language (Kannada/Telugu/Bengali/Hindi/Nepali) is a must.
- Ability to engage with multiple stakeholders and coordinate/schedule meetings.
- Flexible, adaptable to change, and responsive at all times with a can-do attitude.
- Knowledge of digital collaboration tools like Slack, G-suite.
- High organisational skills.
- Ability to work in a fast-paced work environment.
- Demonstrated problem solving skills.

Preferred candidate:

1) MSW graduate. Can be a fresher as well.
2) Must know the regional language of the city they are applying from.
3) Must be willing to travel within the city.