Bharatiya Vidya Bhavan's SPJIMR

Job Description: Associate/ Sr. Associate- DoCC

Designation	Associate/ Senior Associate	**Department**	Department of Corporate Citizenship (DoCC)
Location	Mumbai	**Position Type**	Full time
Reporting to	Director- DoCC		
Job Responsibilities	Development of Corporate Citizenship (DoCC) is a novel initiative pioneered by SPJIMR more than 30 years ago, rooted in the belief that 'Civil society is a learning mechanism'. As a mandatory component of the management curriculum, DoCC fosters in the participants a sensitivity to and a sensibility about the societal issue of grassroots communities. DoCC offers participants immersive social internships across India and South Asia to engage with grassroots communities and organisations. This allows the participants to reflect on and apply their management learnings to unstructured environments. We are seeking an individual to assist the department in all the departmental activities. The ideal candidate will have the following responsibilities • Coordinate with stakeholders for projects both within and outside SPJIMR. This will require the ability to read academic reports; be able to identify meaningful projects and contribute to organize them under the supervision of DoCC. • Sensitivity and awareness about social issues is a hygiene factor. • Organizing events (both inward and external facing) related to the Department • Organize and maintain projects related data; • Support academic and intellectual activities related to the social internships • Maintaining social media handles in consultation with the DoCC and central communications team of SPJIMR. • Proficiency in written and spoken English is important. Communication skills and confidence to execute initiatives housed under DoCC is critical for the role.		
Education Qualification	Postgraduate (any)		
Previous Experience	Up to 5 years of relevant experience. Prior experience in social sector will be preferred. Understanding or sensitivity to social issues; ethics would be important criteria		
Skills/Capabilities Required	- Positive attitude towards learning & open-minded - Good oral and written communication - Proficiency in excel is must - Good follow-up and people management skills - Data Compilation, Analysis, and Presentation - Report Writing Skills - Meeting strict deadlines - Expertise in MS Office, Ability to do analytics using excel		