

Outreach and Integration Coordinator Job Description

Role: In office role for GD India and UK

Hours per week: 20 hours for UK, Full time for India

Positions: 2 (01 in each location)

Responsibilities : involved in public relations, volunteer relations, and fundraising, assisting with sourcing community and volunteers recognition awards

Skills: excellent communication, interpersonal, and organisational skills, Experience with institutional databases, public access sites, and primary research skills

Reporting: Daily over Update Calls