

Volunteers Engagement 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 :Verifying the volunteers' availability, receiving their feedback, recognizing their efforts, and answering their questions

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

Reporting: Daily over Update Calls