

Job Description

Role Title: Program Officer – Corporate Social Responsibility (CSR)	Location: Delhi
Reporting To: Lead, Adolescent and Young People	Project term based

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and strengthening ability to become leaders in their communities and in governance.

POSITION SUMMARY:

The CSR Program Officer will play a key role in planning, implementing, and managing corporate social responsibility projects within C3. S/he/they will be responsible for coordinating various programs, ensuring alignment with C3's sustainability strategy. The CSR Program Officer will also be required to collaborate with cross-pillar teams, engage stakeholders, and oversee the execution of CSR projects.

KEY ROLES & RESPONSIBILITIES:

Program Planning and Development

- Work closely with leadership to develop and expand C3's CSR portfolio.
- Plan, design, and implement specific CSR programs and projects in line with the overall strategy.

Stakeholder Collaboration

- Build and maintain relationships with internal and external stakeholders, community organizations, government entities and donor.

Project Execution

- Oversee the execution of CSR programs, ensuring they are implemented efficiently, on time, and within budget.
- Monitor project timelines, deliverables, reporting and coordination with the donor

Monitoring and Evaluation

- Establish and track key performance indicators (KPIs) to monitor the implementation of CSR projects
- Regularly assess program effectiveness and provide insights for continuous improvement.

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills:

- Master's degree in a relevant field (e.g., Business, Social Sciences, Sustainability).
- Proven experience in program management, CSR, or related fields for five years atleast

- Familiarity with CSR principles, sustainable business practices, and global social and environmental issues.
- Strong project management skills, including planning, execution, and evaluation.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse teams and stakeholders.

Personal Attributes

- Passion for corporate social responsibility and sustainable business practices.
- Strategic thinker with the ability to translate vision into actionable plans.
- Results-oriented and able to drive projects to successful completion.
- Adaptable and able to thrive in a dynamic work environment

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application:
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.