



Caregiver Saathi: Companions for Caregivers

Position Description: Program Manager

The venture aims to build grassroots and policy level awareness and action. We are looking to add dynamic, young, mission-driven and target-oriented individuals - to lead this ambitious initiative. The key responsibilities will be

1. To implement and operationalize the initiative
 - Executing on-ground activities which include workshops, training, tool-kit design etc.
 - Design and implement outreach programs
 - Documenting events, workshops (written and video)
 - Communications - Develop of marketing and communications materials, i.e. Reports, brochures, flyers etc.
 - Reporting, Monitoring and Evaluation of projects.
 - Partnership Management - Develop and manage partnerships with corporates, hospitals, nursing homes, and undertake workshops and communication initiatives
 - Curate and build content that is relevant for the website/ social media
 - Build an effective online communication and community building platform through social media, webinars etc.
2. Support the Founder and the Core team regarding the following
 - Fund raising initiatives
 - Advocacy/ Policy design Initiative - Engage with policy makers
 - Team Management- Building a team of volunteers, paid interns and full time team. Planning and Monitoring. Ensure resource availability and allocation



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The preferred candidate

Education: Masters in Social Work or equivalent

Experience: 3-5 years of social sector experience in Public Health or related areas

Languages: Proficiency in English, Hindi and Marathi

Attributes:

- Ability to work independently in an ambiguous and dynamic environment
- Proven project management capabilities with a strong work ethic
- Ability to manage time effectively
- Be proactive and anticipate likely obstacles/ issues in execution
- Creative and resourceful
- Willing to stretch and go beyond the defined
- Enthusiastic and empathetic with an ability to communicate and work with a diverse set of people across social strata, age groups and educational backgrounds
- Strong problem solving skills and quantitative and qualitative analytical capabilities;
- Result-oriented communication skills, a structured and assured oral and written communication style (both English and Khmer);
- Advanced analytical skills to create compelling, logical presentations using PowerPoint, and develop or use excel based tools for quantitative analysis

Please send application to nandita.gadgil@caregiversaathi.co.in

Tip: To attract our attention to your application a small note stating your views about Caregiver Saathi and reason to be associated with us would be helpful.



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About Caregiver Saathi: Companions for Caregivers

Caregiver Saathi is an endeavour to acknowledge and support Caregivers of patients with terminal illness or chronic conditions, so that together we can improve the quality of their lives, their well-being and those that they care for.

Saathi is Hindi for “companion” and we believe caregivers of terminally ill patients need a friend who understands, supports and is there for them as they walk along the difficult path of supporting their loved ones.

There are many ways in which a caregiver is challenged and often the caregiver also needs care, emotional support, understanding, easy access to information, guidance from experts and wisdom from others who have similar experiences. It is our endeavour to bring it all together and make it easy access for the caregiver.

We want to create an eco-system of well-being for those family members who are primary caregivers to their dear ones battling chronic medical conditions or terminal illness.

We partner with doctors, health practitioners, employers and well-wishers of caregivers to build a supportive community for the caregivers.

We are currently looking at the geography of Mumbai to create an impact before we expand to other cities. Over the next couple of years, we aim to energize ourselves and many more to manifest the following 4 goals:

1. Reach out to at least 1000 caregivers and curate meaningful ways of creating wellbeing and healing, for them.
2. Create awareness among our society regarding the role, challenge and criticality of the caregiver. To do so we wish to run workshops through health institutions and organizations.
3. Create a community of caregivers and support, understand and enable each other.
4. Create a digital platform that enables the community and brings together the ecosystem that a caregiver needs.

For further details visit our website www.caregiversaathi.co.in

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