

## Organization- Confidential

### Profile: Career Counselor (1)

Grade: Mid-Level Executive

Salary: 35,000 per Month

**Education:** Graduate: Psychology, PG: Master's in Psychology

Experience- 2-4 years

Location- Mumbai

The position required experience of career counseling for students from age group 13-21. The candidate should possess experience in one-to-one career counseling sessions, conducting career workshops & developing career content.

#### Responsibilities:

- Plan, organize, and conduct individual guidance sessions
- Plan, organize and conduct group guidance session and seminars
- Conduct career seminars for large gathering of students in schools and event like career fairs etc.
- Assist students to understand their abilities, talents, interests, and personality characteristics in order to develop realistic academic and career options.
- Provide direction, encouragement, and motivation in order to prepare participants for assessments, exploration and creating a career action plan and portfolio.
- Adjust guidance techniques, based on the strengths and weaknesses of students
- Compile studies, occupational, educational, and economic information about careers
- Instruct students regarding educational issues such as course and program
- Should be able to manage a team of 3-4 career counselors and provide necessary directions in supporting program objectives.

**Core Competencies:** Excellent communication skills and ability to work in high pressure with deep knowledge in career counseling domain

**Experience/ Commencement:** 2-4 years minimum proven record; immediate joining. Candidate should be willing to travel across Mumbai

## **Cluster Manager (1)**

Education- Any graduate/post graduate

Experience- 3-5 years

Salary- 30,000 per Month

Location- **Chandrapur**, Maharashtra

### **Key Responsibilities**

The Cluster Program Manager represents the Cluster to the State Head and acts as a liaison between State Head and lower staff in a cluster

#### **Mapping the Territory**

- Responsible to map the territory of the cluster and the communities, playgrounds, schools etc.
- Responsible for collaborating with the Area Team to establish Area guidelines and procedures

#### **Partnerships**

- Liaison with Local entities, communities, schools, government institutions / authorities

#### **Recruiting and Managing the Team**

- Identifying Monitoring Officers and other leaders throughout the region
- Making sure all Team members comply with the company policies
- Providing them with their job descriptions and send other information and updates including curriculum
- Ensure efficient communication within the Team

#### **Training the team**

- Plan capacity building programs / trainings for the team members
- Organize their training schedules immediately after joining

#### **Scheduling and running the Program**

- Preparing Annual Action Plan
- Follow ups on schedule / updates and checks on progress and performance of the team
- Overall managing and overseeing team's time, personnel, and resources.

#### **Monitoring and Evaluation**

- Records / Report Writing and data management
- Feedback and Review

#### **Financial Management**

- Handle budget related issues
- Handle all accounts and finance matters
- Reporting expenses

Interested candidates may share their update resume at [jobs.shortlisting@gmail.com](mailto:jobs.shortlisting@gmail.com),  
Kindly mention position name in subject: 1) Career Counselor 2) Cluster Manager