

We're Hiring: Associate Project Coordinators

Join Vikas Samvad Samiti (VSS) and be part of a team working for meaningful and sustainable social change.

Position

Associate Project Coordinator (APC)

Number of Positions: 02

1. Associate Project Coordinator – Research & Documentation (01 Position)

Project: Saksham | **Location:** Bhopal, Madhya Pradesh

2. Associate Project Coordinator – Fundraising (01 Position)

Project: Saksham | **Location:** Bhopal, Madhya Pradesh

Job Type: Full-time

About Vikas Samvad Samiti

Vikas Samvad Samiti (VSS) is a Bhopal-based organization working towards an **egalitarian, democratic, equitable, healthy and informed society** through capacity building, social research, community empowerment and evidence-based knowledge development.

VSS works across five interconnected thematic areas: **Strategic Communication; Food & Nutrition Security and Community Health; Youth & Adolescent Development; Knowledge Management; and Constitutional Values**. Through collaboration with grassroots organizations, civil society networks and communities, VSS seeks to strengthen capacities, amplify people's voices, generate and share knowledge, and contribute to inclusive and sustainable social change.

Position Summary

The Associate Project Coordinators will support the **planning, implementation, coordination, documentation and knowledge development** of project activities at the state level.

Both positions are based in **Bhopal** and will work closely with the **Communication & Resource Mobilization team** at VSS. The positions involve **frequent travel to project areas** for training, coordination, follow-up and handholding support to partner CSOs and other stakeholders.

VSS encourages **women and candidates from marginalized and underrepresented communities** to apply. We are committed to providing equal opportunities and maintaining an inclusive work environment.

Key Responsibilities

1. Associate Project Coordinator – Research & Documentation

- Develop high-quality **project documentation, stories, case studies, reports and knowledge products**.
- Undertake research, documentation and analytical assignments related to the project.

- Develop **training materials, online and offline learning resources, modules, manuals, IEC materials and online courses** for CSO capacity building.
- Support the planning and implementation of **training and capacity-building programmes and follow-up activities**, particularly related to strategic communication, research and documentation.
- Capture **field experiences, emerging practices, learnings and evidence** and convert them into useful knowledge resources.
- Support knowledge dissemination through appropriate communication platforms and products.
- Coordinate with CSOs, field teams and other stakeholders for documentation and knowledge generation.
- Undertake other responsibilities assigned by the Project Coordinator and VSS.

2. Associate Project Coordinator – Fundraising

- Support the project's work related to **fundraising, resource mobilization and communication**.
- Plan and organize **training and capacity-building programmes** on fundraising and related **follow-up activities**.
- Develop **training manuals, modules, IEC materials, information packs, knowledge bases and other learning resources** on fundraising.
- Develop and maintain a **resource pool of experts, trainers and relevant resources**.
- Provide **handholding and technical support to CSOs** on fundraising and communication.
- Prepare quality **documentation, case studies, success stories and periodic reports**.
- Support networking and engagement with **CSOs, donors, experts and other stakeholders**.
- Work as a member of the **VSS Strategic Communication and Resource Mobilization team**.
- Support knowledge sharing and communication of fundraising experiences and learnings.
- Undertake other responsibilities assigned by the Project Coordinator and VSS.

Qualification & Experience

- Postgraduate degree in **Mass Communication, Social Work, Social Sciences, Rural Development** or any other relevant discipline.
- **Minimum 5 years of relevant professional experience**.
- Experience in working with **CSOs, development organizations, research, documentation, communication, capacity building or fundraising** will be an advantage.

Salary

₹40,000 per month for each position, subject to applicable taxes and deductions.

The final salary will be determined based on the candidate's **qualification, relevant experience, skills and suitability for the position.**

Language Requirements

- Fluency in **English**, both verbal and written.
- Professional proficiency in **Hindi**, both verbal and written.

Essential Skills & Competencies

- Strong skills in **research, documentation and analytical writing.**
 - Good facilitation and **training/capacity-building skills.**
 - Strong communication and interpersonal skills.
 - Ability to work independently as well as collaboratively in a team.
 - Willingness and ability to **travel frequently to project locations.**
 - Creative and solution-oriented approach.
 - Good organizational, coordination and problem-solving skills.
 - Ability to work with **CSOs, communities and diverse stakeholders.**
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How to Apply

Interested candidates are requested to submit their **updated CV and complete application details**, including educational qualifications, relevant experience, skills and references, through the Google form link or **QR code below** –

<https://docs.google.com/forms/d/e/1FAIpQLSfGJJvX74mpz2DYKC7YulYGNIIoYDvsHe9UZhQTB5gjR1nDA/viewform?usp=dialog>



Email: office@vssmp.org

Phone: 0755-4252789

Website: www.vssmp.org

Last Date to Apply: 10 September 2026

Only shortlisted candidates will be contacted.