

JOB DESCRIPTION

Position: Project Assistant
Job Locations: Dharamsala, Dehradun, and Corbett
Reporting to: Project Manager / Operations Manager
Experience: Minimum 6 months preferably in education or waste management.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 15,000 p/m. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be accompanied by a CV and a cover letter. Email applications will not be accepted. Applications should be filled online here . <i>Shortlisted candidates will be contacted for further rounds of interview.</i>

Introduction

Waste Warriors is a not-for-profit NGO working in the field of waste management, working in the Dharamsala, Dehradun, and Corbett areas, conducting door-to-door collection, event waste management, education programs, awareness-raising, and advocacy. We are currently recruiting Project Assistants in Dharamsala, Dehradun, and Corbett, to assist in planning and conducting waste management related projects.

Responsibilities of the Project Assistant

1. Assist the project and operations manager with day-to-day running of the project
2. Evaluate, implement, and document all project activities
3. Assist in organizing clean-up drives, fundraising and awareness-raising events
4. Recruit, organize, and motivate local and foreign volunteers
5. Recruit volunteers for various organizational activities (creative, educational)
6. Collect donations and assist with additional future projects
7. Regularly update social media and compile info for website and newsletters
8. Respond to telephone and email enquiries
9. Assist with preparation of funding proposals and other written documentation
10. Assist in organising and conducting educational programs and children's day activities
11. Give presentations and talks to community members, authorities, and schools



A Successful Candidate Will:

- Preferably have completed a college degree or vocational diploma
- Have a genuine interest in working in the social sector
- Be passionate about the environment and a cleaner India
- Enjoy working with local and foreign volunteers, community members, and children
- Be at least bilingual (must be able to speak English and Hindi fluently)
- Have some prior experience in planning, development, and management
- Have basic knowledge of waste management and eager to learn more.

Key Skills & Attributes:

- Knowledge of Google apps (Docs, Spreadsheets, Slides, Drive) and willing to learn
- Good record-keeping skills with attention to detail
- Excellent people-skills and a great team-player
- Open-minded and flexible
- Able to manage own workload and make decisions
- Hardworking, confident, and committed
- Honest, trustworthy, and diligent
- Internet savvy and familiar with social media
- Physically fit and mentally strong

[CLICK HERE TO APPLY](#)

For additional information, contact:

Waste Warriors Dharamsala

Email: dharamsala@wastewarriors.org

Waste Warriors Dehradun

Email: dehradun@wastewarriors.org

Waste Warriors Corbett

Email: corbett@wastewarriors.org