

JOB DESCRIPTION

Position: Growth Assistant
Job Location: Dehradun
Reporting to: Growth Manager / Chief Operations Officer
Experience: Prior full-time experience in ideating, developing, and on-boarding projects.
Details: Full-time position for a minimum of one year. Starting salary: Rs. 18,000 (CTC/month) negotiable as per skills, experience, & deliverables. Waste Warriors is an Equal Opportunities Employer.
Application Procedure: Applications should be submitted via our Google Form. Email applications will not be accepted. Shortlisted candidates will be contacted for further rounds of interview.

Introduction

Waste Warriors is a registered society and non-profit solid waste management NGO, working in Dehradun, Dharamshala, and around the Corbett National Park region. We work through a combination of direct action, public awareness-raising, community engagement initiatives, and long-term partnerships with govt bodies.

Position Brief

We are looking for an enthusiastic person to join our closely-knit team. Our Growth wing has made significant developments and has several ambitious CSR and government-partnership projects planned ahead. You will assist in planning and implementing these projects, with particular focus on fundraising campaigns. You will have the opportunity to be highly involved in a number of different aspects of the organization: event waste management, marketing of sustainable products, communications with stakeholders, interaction with new clients, and more. You will work in a fast-paced, highly motivated NGO with opportunities to grow and gain experience in diverse projects.

Duties & Responsibilities

- To create, execute, maintain, update, monitor and support the teams as required to complete new and existing growth projects.
- To research and analyse existing data from our project database and information systems to cater to new and existing clients and to manage negotiations and outcomes.
- To manage all financial documentation related to each project cycle, including budgets, expenses, cost estimates, procurement orders, reimbursements, and invoices.



- To assist in ideating, planning, and executing organizational fundraising campaigns using multiple media platforms.

An Ideal Candidate Will:

- Be highly organized and detail-oriented
- Be self-motivated and demonstrate strong ability to work as part of a team.
- Be keen to learn new skills.
- Manage time efficiently and keep track of multiple important responsibilities.
- Have at least intermediate proficiency in G-Suite, MS Office, and basic ICT Skills.
- Have strong communication and writing skills in English and Hindi.
- Have experience in project planning, process documentation, budgeting, and troubleshooting.
- Have genuine interest in the social sector and is passionate about the environment.
- Have basic knowledge of waste management and eager to learn more.

Key Skills & Attributes:

- Quick learner and quick thinker.
- Strong critical thinking and problem-solving skills.
- Capacity to develop robust strategies and
- Ability to communicate effectively with team members.
- Strong written, presentation, and listening skills.
- Ability to work under pressure and to take initiative.
- Ability to relate to people at all levels, from waste pickers to board members.
- Positive and never-give-up attitude.

Start Your Application on our Google Form:

www.tinyurl.com/WWJob

For additional information, contact:

Waste Warriors Society

Email: hiring@wastewarriors.org