

Job Description: Program Associate (SEAS)

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| Role | Program Associate (SEAS) |
| Compensation | As per industry standards. For ideal candidates, we're flexible. |
| Qualification | Graduate in any discipline |
| Experience | 1-2 years of relevant work experience in program management |
| Location | Remote |

About AFI

Action For India's mission is to help social entrepreneurs in India overcome barriers to scale and achieve greater impact at the Bottom of the Pyramid. AFI identified and connects high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Climate Change and Financial Inclusion) with impact investors, mentors, technology resources, government contacts and local partners to help them on their scaling journey. Launched in 2012, AFI is headquartered in New Delhi, India and has chapters in the UK and Silicon Valley, California. Since its inception, AFI has helped more than 1000 social entrepreneurs in their scaling journeys. You can get more information about AFI at <<http://www.actionforindia.org>>.

Our mission is to identify these high-potential social entrepreneurs (working in sectors such as Education, Healthcare, Agriculture, Livelihood, Clean-Tech, and Fin-Tech) and connect them with resources to help scale the impact of their work - be it funding, mentors, technology resources, government decision-makers or customers. Since its inception in 2012, AFI has helped more than 1000 social entrepreneurs in their scaling journeys.

Our main initiatives include the AFI Annual Forum, Social Enterprise Advisory Services (SEAS), Women in Social Entrepreneurship (WISE), AFI i-TIC Foundation Social Entrepreneurship Accelerator (AISEA), Impact Investment Fund (3i Partners) and the Silicon Valley Challenge (SVC) Trek.

AFI has been supported by several foundations and investors including eBay Foundation, UNGC, IDRF, Guru Krupa Foundation, Deshpande Foundation, Omnivore, Let's Venture, etc. apart from a slew of corporate and tech giants including Nokia, Cisco, Intel and HP to name but a few.

About the Role

Key Deliverables:

1. Assistance in identification and onboarding of Social Enterprises (SEs) in AFI SEAS (Social Enterprise Advisory Services) program.
2. Close coordination with Social Enterprises/Entrepreneurs (SEs) to assess their needs and requirements.
3. Coordinate with startup stakeholders like mentors, investors, donors and fulfill the respective obligations.
4. Assist AFI executive team to define SEs deliverables and monitor the progress with timelines.
5. Compile AFI- and SE-level data across metrics as defined from time to time.
6. Help in strengthening AFI networks of mentors, advisors, investors, domain experts, etc.
7. Maintain a pipeline of early to late stage SEs with digital presence.
8. Maintain and update project databases and reports as per requirements.
9. Coordinate and support in events related to AFI and SEAS' visibility and program deliverables.

You'll excel in this role if you possess the following skills and attributes:

- At least one year of experience working in the for-profit sector (preferably with a social enterprise or a startup)
- Passion for pursuing a career in the domain of social impact
- Intermediate to Advance knowledge of MS-Office / G-Suite
- Fluent in written and spoken English and Hindi
- Flexible working hours suiting AFI's global network
- Ability to work on multiple projects, under deadlines, with changing priorities in a dynamic, fast-paced, multi-cultural environment
- Understanding of startup ecosystem and prominent players in space
- Effective and strong institutional network-building capabilities to establish relationships with the various stakeholders and startups

How to Apply:

Candidates who fulfill the eligibility criteria should email their resume and one-page cover letter with the subject "Application For SEAS Associate Role @ AFI" to careers@actionforindia.org