

Job Description for Associate Programme Coordinator People4People

Company: People4People

Job Title: Associate Programme Coordinator

No. of Position: 1

Position Type: Full Time (Work from Office)

Location: Bengaluru

Travel: Yes

About People4People:

People4People (P4P) is a trust fund set up in 2004 in Bengaluru and operating pan-India with a mission to make the world a better place, especially for children through play, health, sustainability, skilling and advocacy activities. Committed to ensuring every child's right to play, P4P has installed high-quality playgrounds in 645 government and charity primary schools across six states since 2007.

Since its inception, P4P has also strengthened paediatric cardiology training through its "Hands On Heart" e-teaching program, equipping healthcare providers with advanced skills. With 65 volunteer physician educators, P4P has delivered nearly 21,000 teaching hours to over 8,500 participants in 38 countries.

As part of its sustainability efforts, P4P implements initiatives such as rainwater harvesting, sewage treatment plants, and urban afforestation. It also focuses on skill development in these areas, including skilling and employment generation in fabrication, installation, and maintenance of playground equipment for primary schools. Additionally, P4P enhances access to healthcare resources through the creation of medical libraries.

Sustained by contributions from group companies, individuals, and institutional donors, P4P continues to create a lasting social impact.

Role Overview:

The Project Associate will be responsible for coordinating and implementing various activities of People4People, ensuring smooth execution, stakeholder engagement, and effective monitoring. The project associate shall also assist in CSR and other grant proposal writing. This role requires a proactive individual with strong organisational skills and a passion for social impact.

Key Responsibilities:

- Oversee the execution of P4P's initiatives, including playground installations, sustainability projects (rainwater harvesting, STPs, afforestation), and skilling programs.
- Ensure timely implementation and quality control of all projects in collaboration with vendors, partners, and community stakeholders.
- Liaise with government schools, charity institutions, local communities, and vendors to facilitate project execution.

- Collaborate with corporate partners and institutional donors to ensure effective CSR project alignment.
- Track and document project progress, ensuring compliance with objectives and donor expectations.
- Conduct field visits, gather feedback, and prepare impact reports on project outcomes.
- Assist in drafting compelling CSR proposals and grant applications to secure funding for P4P initiatives.
- Maintain donor records, track grant applications, and ensure timely reporting.
- Support campaigns and awareness programs related to P4P's advocacy areas, including the importance of play, healthcare access, and environmental sustainability.
- Assist in organizing community outreach programs, events, and workshops.
- Manage project logistics, budgets, and documentation to ensure seamless execution.
- Maintain records of equipment procurement, training sessions, and impact assessments.

Qualifications & Skills:

- Master's degree in social work, Development Studies, Public Administration, Environmental Science, or a related field.
- 1-3 years of experience in project coordination, non-profits, sustainability initiatives, or community-based programs (freshers with relevant internships may also apply).
- Strong interpersonal, communication, and stakeholder engagement skills.
- Experience in CSR proposal writing, grant applications, or impact reporting is a plus.
- Ability to multitask, manage field operations, and work independently in a dynamic environment.
- Proficiency in MS Office and project management tools.
- Fluency in English and Kannada is preferred.

Why Join Us?

- Be part of a mission-driven organisation creating meaningful, large-scale social impact in education, healthcare, and sustainability.
- Gain hands-on experience in project execution, stakeholder engagement, and CSR initiatives.
- Work in a collaborative, inclusive, and purpose-driven environment.
- Access opportunities for professional growth, skill development, and networking with experts in social impact sectors.