



POSITION SUMMARY:

Job Title: HR associate

Location: Based in Kurla, Mumbai (may require limited travel outside Mumbai)

Employment Type: Permanent, Full time, Monday to Friday (with 2 Saturdays working in a month)

Reporting to: Human Resources Lead, Apni Shala Foundation

ABOUT APNI SHALA

Apni Shala was co-founded in 2013, and has been working since then towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic and social and emotional competency development.

Apni Shala's approach to Social Emotional Learning (SEL) is informed by Collaborative of Academic Social and Emotional Learning Framework(CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. Over a period of 10 years, Apni Shala has worked with over 11000 young people. Our work is aimed at not just students but also teachers and caregivers in the ecosystem. Apni Shala is funded by institutional grants, individual donations and revenues through workshops. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. Personal and professional development of our staff is therefore important to us at Apni Shala and it forms a major part of every team member's journey with the organization.

WHAT ARE WE LOOKING FOR?

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
- Ability to adapt and respond to difficult and uncertain circumstances
- Spirit of collaboration and trust in working with and supporting a team
- Inclination and openness to continuous learning, feedback and growth
- Ability to engage with and solve for inequity and exclusion with compassion
- Commitment to one's own social emotional development and healing
- Ability and willingness to step in for responsibilities above and beyond the assigned role

ROLES AND RESPONSIBILITIES

Talent acquisition and onboarding

- Assess human resource requirements across all verticals and creates corresponding job descriptions
- Identify channels for attracting applications for required roles in the organization
- Design and implement screening, interviewing, and recruitment processes including background reference checks
- Schedule interviews by coordinating appointments
- Welcome new employees to the organization by planning and conducting orientation in consultation with other team members

Monitoring and supervision

- Provide payroll information by collecting time and attendance records
- Submit employee data reports by assembling, preparing, and analyzing data
- Maintain employee information by entering and updating employment and status-change data
- Provide administrative support by supervising entering, formatting, and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies
- Maintain employee confidence and protects operations by keeping human resource information confidential.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)

Talent retention

- Plan and design professional development plans for employees in consultation with directors of verticals and employees
- Handle employee requests regarding human resources issues and policy
- Find suitable resources for team capacity building. Arrange and manage internal team trainings and workshops.
- Plan and implement staff welfare activities
- Coordinate, schedule and facilitate performance review processes for all staff

Volunteer management

- Develop and manage volunteer engagement programmes in coordination with the Programmes team.
- Find suitable volunteers by posting vacancies on various portals as and when required.
- Assign volunteers to programmes as per requirements

Administration:

- Supervise records maintained of office inventory by admin staff
- Monitor logistics like food, venue for all the meetings, events, visits by external trainers etc.
- Supervise maintenance of the office space.
- Manage janitorial staff, maintenance staff and office peon

QUALIFICATIONS, SKILLS AND ABILITIES

Knowledge, Skills and Attitudes:

- Demonstration of high level of interpersonal skills including ability to build relationships within and outside the organisation
- Excellent communication skills
- Proficiency in English and Hindi – written and oral
- Proficiency in use of standard software applications (MS Word, MS Excel & MS PowerPoint)
- Proficiency in proposal & report writing
- Knowledge on HR processes, systems, and best practices
- Ability to manage multiple projects at a time
- Orientation to detail

Background/Experience:

- Have completed a graduate or post-graduate course in any discipline.
- Relevant work experience of 2 years

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org. Please mention “**Application for the position of HR associate**” in your subject line. In your cover letter, do tell us why you would like to work with Apni Shala in this role. For more about Apni Shala, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala