

RECRUITMENT NOTICE – SOCIAL EXECUTIVE

VANARAI is a 40-year-old NGO founded by PadmaVibhushan Dr. Mohan Dharma working for environment conservation and sustainable rural development. We are looking for dedicated individuals to join our team for the following position:

Location: Bhore Block of Pune District, Ashti Block of Beed District, Vikramgad Block of Palghar District, Daund Block of Pune District.

Travel: Extensive travel across assigned villages required; own two-wheeler with valid driving licence mandatory

About the Role: To lead community mobilization, engagement, and institution-building for our rural development projects. The role is central to ensuring community participation, transparent beneficiary processes, and strong coordination between villagers and technical (Watershed/Agriculture) teams.

Key Responsibilities

- Mobilize and engage communities using participatory approaches (PRA, FGDs, household surveys, village profiling)
- Identify and verify beneficiaries transparently, ensuring inclusion of women, marginalized groups, and vulnerable households
- Form and strengthen community institutions such as village committees, Self-Help Groups, Water User Groups, and farmer groups
- Coordinate with Gram Panchayat, Sarpanch, and village-level institutions; facilitate Gram Sabha discussions and approvals like NOCs & Other Letters.
- Plan and facilitate community meetings, trainings, and awareness (IEC) programmes; prepare accurate Minutes of Meetings
- Coordinate community requirements and consent with the other team members.
- Maintain village/beneficiary/institution MIS, consent forms, attendance records, and photo documentation
- Prepare weekly/monthly field and community progress reports
- Support sustainability planning and exit-readiness before project closure

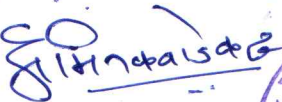
Required Qualifications & Experience

- MSW / BSW / MA Social Work / Rural Development / Sociology / Development Studies or relevant
- 3–4 years of hands-on experience working directly with rural communities
- Strong spoken, reading, and writing ability in Marathi
- Basic to intermediate MS Excel and MS Word skills
- Willingness to travel extensively and stay at rural/remote project locations

Preferred Skills

- Experience with SHGs, Water User Groups, or farmer/producer groups
- Awareness of government rural development and social welfare schemes, and ability to link communities to them
- Experience with digital survey tools (KoboToolbox/ODK/Epicollect) and Google tools.
- Ability to develop case studies and success stories from community/beneficiary experiences

Kindly mention your current & expected CTC & share your updated resume on: career@vanarai.org



Amit Wadekar
Secretary



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