

JD for Co-ordinator



The Coordinator for ARDSI (Alzheimer's & Related Disorders Society of India) Coimbatore Chapter will coordinate the society's day-to-day operations. This role requires excellent organizational, communication, and multitasking skills, and a passion for supporting dementia care and awareness. The coordinator will coordinate events, manage communications, maintain records, and ensure the smooth functioning of the society's activities.

Key Project Areas

- Plan, organize, and execute events such as awareness programs, collaborative programs, workshops, and fundraisers.
- Coordinate with healthcare professionals, caregivers, and patients for support services and activities.
- Manage the society's social media accounts, website, and newsletter communications.
- Support in drafting proposals for fundraising, grants, and other financial resources.
- Provide administrative support to the Governing Council members and other key members of the society.
- Assist in preparing reports, presentations, and other documents as the executive council requires.
- Ensure compliance with local regulations and laws related to the organization.
- Facilitate team meetings, record minutes, and follow up on action items.
- Oversee daily administrative tasks including responding to emails, and Expression of Interest responses.
- Maintain accurate records of society members, donors, and volunteers.
- Handle correspondence and ensure timely communication with all stakeholders.

Required skills set:

- Proven experience in administrative roles, preferably in the healthcare or non-profit sector.
- Strong communication skills in both English and Tamil (verbal and written).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and basic accounting software.
- Experience in management of social media platforms and basic website maintenance.
- Ability to multitask, prioritize tasks, and work independently.
- Excellent organizational and time-management skills.
- Empathy and sensitivity toward individuals with dementia and their families.
- Ability to maintain privacy, where required.

Preferred skills set:

- Experience in event coordination, finance, fundraising, and volunteer management.
- Familiarity with Alzheimer's disease and related disorders.
- Knowledge of local healthcare and social work systems.

Qualification and Experience:

- At least a degree in any discipline.
- At least 2 years of experience in an office setting.

Benefits:

- Both part-time and full-time roles are available.
- Opportunity to work with a young chapter of a reputed non-profit organization.
- Personal growth through training programs and workshops.
- Opportunity to meet and network with high-profile persons with an open heart to a noble cause.

Application Process:

Interested candidates can send their CVs and a cover letter to ardsicoimbatorechapter@gmail.com with the subject line “Application for Coordinator – ARDSI Coimbatore Chapter.”