



JOB VACANCY
Executive Secretary
Liberal Youth Forum (LYF)

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Job Profile

Overall coordination of the functioning of the Network and effective implementation of the programs and activities

Location: Delhi

Roles and responsibilities

1. Coordination of network projects
2. Updating operational plans
3. Monitoring of planned and ongoing projects
4. Coordination of network promotion
5. Developing, providing and maintaining the website and eNewsletter
6. Preparing and coordinating Board and Trust meetings
7. Book-keeping of the network
8. Making sure that the most important relationships with the stakeholders of the networks are maintained
9. Maintaining database of LYF members

Qualifications

- Minimum: Graduation in any stream (with no backlogs) but higher qualification is an advantage
- Have a strong knowledge of current affairs and youth issues
- Prior Work -experience will be preferred
- Pro- active attitude and initiative towards work and be able to work independently
- Excellent written and spoken communications skills in English
- Proficient in using Internet and MS office
- Time commitment: 40 hours per week for Minimum 1 year

Salary and benefits

Salary will commensurate with the candidate credentials and time commitment. Besides a collaborative environment, there will be opportunities for personal development and growth including representing LYF at external seminars and conferences.

About Liberal Youth Forum, LYF

Liberal Youth Forum (LYF) is a movement of individuals, informal groups and formal associations collaborating to create access and choice in social, cultural, economic, political and environmental spheres for a freer India. LYF is a legally registered trust in India. We are supported by the Friedrich-Naumann-Stiftung für die Freiheit¹ (FNF) and Atlas Economic Research Foundation². We closely work with other liberal organizations across India.

If qualified based on descriptions above and you can commit at least one year to LYF, please send a cover letter and CV to contactus@lyfindia.org latest by 20 April 2010. Only short-listed candidates will be contacted.

¹ FNF is a non-profit organisation that promotes liberal democracy, respect for human rights, rule of law and economic freedom. More information can be found at <http://www.southasia.fnst.org>

² US based Atlas Economic Research Foundation supports and works actively with approximately 200 market-oriented think tanks. More information can be found at <http://atlasnetwork.org>