

**K.I.H.E SOCIETY'S
MAHARASHTRA COLLEGE OF ARTS,SCIENCE AND COMMERCE
Organizes placement drive of AMP.**

Designation: AMP Program Manager

Qualification:

- **Graduates/Post Graduates from any stream. Management/MSW Degree preferred.**
- **Excellent Communication Skills in English and Hindi required.**

Skillsets:

- **Well versed with, MS Excel, MS Word, PowerPoint , Google Spreadsheet**
- **Well-versed with Social-Media & Internet**
- **Able to communicate over the phone and mail**
- **Able to work with multiple teams and project heads**

Designation: AMP Project Coordinator

Qualification:

- **Graduates/Post Graduates from any stream. Management/MSW Degree preferred.**
- **At least 1-2 years' relevant experience in Social Development sector preferably**

The responsibilities will be:

- **Taking complete ownership of the Social Projects. Ensuring timely completion of all the activities undertaken in the project.**
- **Coordinating with different stakeholders (Members, Volunteers, NGOs, Partners etc.) to maximize the reach of the project.**
- **Effectively drive the concerned internal team members for completion of the activities assigned to them.**
- **Documenting and promoting all the activities/as per the process defined.**

Work Timings: 10:30 am to 7:30 pm, Monday-Saturday (Sunday Off)

Regards

**Dr.Sirajuddin Chougale
Principal**

**Prof.Arun Shaikh
Head,Training and Placement Cell**