

Designation: Junior Associate

Reporting Authority: Program Associate

Purpose:

- Ensure implementation of result orientated programmes at the grassroots.
- Foster the functioning of effective community collectives at the grassroots.
- Build working relationships with government departments, and other NGOs on the similar issues.

Responsibilities:

1. Programme Implementation
 - Develop plans for implementation of the programme and review.
 - Prepare reports of activities and utilisation of budget.
 - Assist in producing stories of change for dissemination.
 - Assist in developing content for capacity building of the staff and the community on climate related topics.
 - Identify resource persons, and facilitators for the programme activities whenever required.
 - Support in preparation of climate concern reports, climate vulnerability tools and knowledge documents
 - Track and collect results from the field by adopting different methods and tools
2. Grassroots Level Engagement
 - Identify the key contacts, groups or individuals in the community.
 - Conduct community mapping exercises, household surveys and focussed group discussions (FGD).
 - Organise and support in facilitating community level climate awareness campaigns and skill building workshops for youth.
 - Conduct meetings, and workshops with the community to strengthen their knowledge and skill.
 - Mentor collectives and leaders to work for and assist the community.
 - Create and support in developing information material on the project.
3. Build working relationship
 - Engage with policy-making bodies and other organization working on climate related issues.
 - Represent the project to district/state level stakeholders including government official, especially at Guwahati Municipal Corporation (GMC), Mayor-in-council (MIC), elected representatives, community representatives and others.
 - Liaison with potential external stakeholders of the project to support the project
 - Collaborate with ward members to create awareness of urban governance

4. Others

- Any other task as assigned by Program Associate/Executive Director/Program lead as per the project.

Education: Master degree in social sciences or a related field

Experience: A minimum of 1 – 2 years of work experience

Application Process

Interested candidates should apply to the **Executive Director** at careers@fstindia.org

immediately. Shortlisted candidates will be invited for a formal written test and interview before final selection. Kindly submit your resume on or before 15th December'2025

For more details about the organization, please visit www.fstindia.org.

Salary: 2 to 2.4lacs per annum depending on the experience.