



NorthSouth
Foundation

India Scholarship Coordinator in United States - Volunteering position

We are looking for Highly energetic, Passionate and super motivated individuals who is a firm believer in NorthSouth Organization's mission, vision, values and goals.

Time Commitment required: Willing to contribute 2-4 hours/week of volunteering time for NorthSouth

To Apply: Please email recruiting@northsouth.org

Responsibilities Include:

As part of Scholarship committee member in the US

- Participate actively in the committee meetings initiated by the committee chair
- As a liaison between US and India offices, keep the communication open both ways
- Research and resolve any issues assigned
- Understand the targets for meeting the yearly scholarship counts and other programs, follow up and report





Coordinate with India Scholarship Team

- **Ensure finalizing norms and obtain approval from the US NorthSouth Board**
- **Conduct periodic meetings with India Scholarship Coordination Team and help resolve issues; if required, bring the issues to the committee's notice**
- **Ensure follow up on any new initiated programs such as for Skill Development, Mentor-Mentee program, and others for effective implementation and results**
- **Ensure obtaining approval of budgets from the US Board for estimated number of scholarships and for the other programs as required**
- **Help installing new coordinators in the Northern India**
- **Attend annual meeting with India Chapter Coordinators**
- **Periodic personal visits to India office will help resolve any pending issues and encourage the India team**
- **Make suggestions for implementation of improvements and follow up with the team**





Coordinate with US liaisons

- **Bring together all US Liaisons to take their help in encouraging respective India Chapter Coordinators**
- **Conduct periodic meetings, especially when the application process is opened**
- **Engage the team by providing scholarship norms and by providing periodic scholarship progress**

Report on progress of scholarship program to the US NorthSouth Board and the Scholarship Committee

Since IT leadership is in the US, ensure that all IT issues are resolved by coordinating with the IT teams in the US as well as in India and the India team.

