



Job Description- For Mumbai First Mission Coordinator

Job Title:

Mission Coordinator

Reports To:

The Project Manager and Chief Executive Officer (CEO)

Job Overview:

Mumbai First works under nine major vertices (missions) which include the following:

1. Education and Sports
2. Health
3. Housing
4. Art, Culture and Heritage
5. Environment
6. Financial and Economic Growth
7. Transport and Mobility
8. Security and Disaster Management
9. Governance

The mission coordinator is responsible for activities that are pertaining to particular or related missions. This will include Research, Communications and PR, Social Media Management, Reporting and Documentation, etc., to name a few.

Responsibilities and Duties:

- Preparing concept notes for the different projects under the mission / missions aligning with the objectives and vision of the mission.
- Preparing and compiling a databank of stakeholders to collaborate on the mission / missions.
- Staying updated about all mission related news/activities/initiatives, etc.
- Preparing an agenda for the mission by researching the relevant issues in the MMR.
- Preparing the agenda/presentations for all mission meetings.
- Preparing minutes for all relevant meetings.
- Preparing a tentative plan of action for the next meeting and action taken reports for review.
- Communication via emails and calls for all mission related events / roundtables / workshops, etc.
- Compiling information / articles / updates / news, etc. related to the mission.
- Updates and info for all relevant missions for Social Media.
- Maintaining and updating the mission database.
- Preparing specific proposals to pitch for corporate funding.
- Any other activities as instructed if required related to mission coordination.
- Any other assistance as and when required related to Mumbai First programmes and events.

Qualifications

- **Educational Qualifications:**
 - An Graduate Degree in fields relevant to Mumbai First's Missions. (as mentioned above)
 - A Postgraduate Degree in fields relevant to Mumbai First's Missions. (as mentioned above)
- **Experience:**
 - 1-2 years of professional work experience (not including internships)
 - Experience working in Think Tanks or NGOs will be an added value.
- **Specific skills:**
 - Spoken and Written English (Advanced)
 - Microsoft Word, Excel and PowerPoint (Advanced)
 - Social Media Marketing (Intermediate)
 - Public Relations (Intermediate)
 - Marketing and Communications (Intermediate)
 - Photoshop and/or alternatives (Intermediate)
- **Personal characteristics:**
 - Hard working and willing to learn on the job
 - Knowledgeable and research savvy
 - Ability to multi-task
 - Ability to work under prescribed time frames
 - Attention to detail
 - Relationship building skills
 - Strategic and Critical Thinking
 - Team Work