

Project Coordinator Convene



Convene is a platform for social innovators that aims to create a culture of knowledge sharing and development within civic society based on the principles of Free-and-Open-Source Software (FOSS). We endeavour to enhance understanding and access to communication strategies and tools, including Information and Communication Technologies.

Our objective is to ensure that social innovations will be strengthened, adapted, shared and applied in different contexts around the world – reaching much larger sections of society.

Profile for *Project Coordinator* for Convene:

- Understanding of the principles of Free-and-Open-Source Software, and technology
- Understanding of the social development sector (non-profits, NGOs, citizen sector)
- Openness to new ideas and ways of working
- Ability to lead small or large groups in training sessions, public speaking
- Flexibility to adapt to unforeseen circumstances

Key tasks:

- Contacting networks to establish relationships for conducting workshops
- Conducting workshops across India and possibly in South Asia
- Ensuring continued knowledge management through our existing systems
- Working closely with other members of the team to ensure coordination and efficiency

Qualifications:

- Excellent written and spoken English
- Excellent knowledge of an Indian language
- Project coordination experience

Convene is where tech-based social development innovators come together to learn from one another, apply knowledge, share through mutual support, & transform themselves and the world.

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