

S O C I A L D E S I G N C O L L A B

Organisation: Social Design Collaborative

Format: Full time

Location: Delhi

Start Date: January 2025

ABOUT US

[Social Design Collaborative](#) is a Delhi & Jaipur based design studio focused on creating inclusion in the built environment and public spaces. The studio's current commitment is towards creating more multi-purpose community spaces to support under-resourced neighborhoods in Indian cities. The team has been working for housing rights and spatial justice for informal livelihoods through architecture, activism, art & advocacy.

To apply, please email at socialdesigncollaborative@gmail.com with your CV & work samples along with an introductory text on why you'd like to work with us.

POSITION: Program Coordinator

About the Role

The Program Coordinator will drive the day-to-day implementation of projects, anchor community engagement across sites, support strategic partnerships, and ensure smooth coordination between the studio's design, research, and field teams. This role is ideal for someone who is people-centered, highly organized, and committed to inclusive, community-led development. You will work closely with the design and research teams while also supporting the organisation's operational needs.

Qualifications & Experience

- Postgraduate degree in Social Work, Development Studies, Urban Studies, Public Policy or a related field (Graduates with strong relevant experience may also be considered).
- 5–8 years of experience in the NGO/ development sector, with a strong track record in project management.

Key Responsibilities

1. Program Coordination

- Plan, coordinate, and track project activities across multiple sites.
- Liaise between community teams, design and research teams, and external partners.
- Ensure timelines, deliverables, and documentation requirements are met.
- Support monitoring, evaluation, and reporting for partners.
- Trainings to new hires on ethics of field/ ethnographic research and studio culture

2. Government Liaison

- Build and maintain regular communication with relevant government departments.
- Facilitate approvals, MoUs, NOCs and permissions for project activities.
- Ensure alignment with applicable government policies, schemes, and regulations through regular research, fact-checking, and documentation.
- Represent the organisation in government meetings, reviews, and coordination forums when required

3. Community Engagement

- Build strong, trust-based relationships with community members and other stakeholders.
- Design and facilitate workshops, meetings, and participatory activities with partners and local communities.
- Supervise community facilitators/ field staff and ensure quality engagement.
- Consolidate on-ground insights to inform design and strategy.

4. Partnerships Management

- Coordinate with NGOs, civil society groups, and government bodies.
- Schedule partner meetings, document minutes, and follow through on action items.
- Assist in identifying new partnerships or networks relevant to ongoing work.
- Support in fostering sense of community and collective effort in rights based work

4. Communications & Documentation

- Document project processes through notes, photos, and basic content drafts.
- Support social media/communication outputs with raw material and coordination.
- Prepare presentations, briefs, and simple reports as needed.

(Design-heavy tasks will be handled by the studio's visual/graphic team.)

5. Light Operations & Admin Coordination

- Coordinate reimbursements, small purchases, and field logistics.
- Track expenses and share monthly summaries with the accounts team/CA.
- Support HR/admin processes such as attendance, workshops, onboarding.

Skills & Qualities We're Looking For

- Strong experience in community development, field engagement, or social-sector program management.
- Liaising with government departments and securing necessary approvals.
- Excellent communication and facilitation skills (English + Hindi essential).
- Ability to work independently, manage multiple threads, and take initiative.
- Problem-solving attitude and aptitude for devising effective strategies
- Comfort with multicultural, informal, and marginalised communities and contexts.
- Strong organizational skills and attention to detail.
- Well versed with documentation tools

What This Role Offers

- A chance to work at the intersection of community development, spatial justice, and urban design for on-ground as well as systemic impact
- A collaborative, mission-driven team with a commitment to ethics and care.
- Significant autonomy and responsibility in shaping community-led processes.
- Exposure to design, policy, and research teams within the studio.