

Job Title: Community Engagement Executive

Reports To: Community Engagement Lead

Experience Required: 2–3 years, specifically in tribal areas

Location: Kadipani, Kawant, Chhotaudepur

Position Overview: The Community Engagement Executive will be responsible for executing field-level community engagement activities under the guidance of the Community Engagement Lead. The role includes grassroots mobilization, facilitating awareness campaigns, conducting community meetings, and acting as a bridge between GMDC and the local community. The goal is to build strong relationships with stakeholders and foster trust and collaboration.

Key Responsibilities:

1. Community Mobilization & Outreach:

- Assist in identifying key community groups, stakeholders, and influencers within operational areas.
- Organize and facilitate community meetings, focus group discussions, and informal interactions to understand community needs and concerns.
- Mobilize community participation for GMDC programs and initiatives.

2. Campaign & Program Execution:

- Support the implementation of awareness campaigns related to health, education, environment, livelihood, and GMDC's ongoing initiatives.
- Coordinate with NGOs, local authorities, and field partners to ensure smooth execution of outreach programs.
- Distribute IEC (Information, Education & Communication) materials in the community and ensure proper messaging.\

3. Capacity Building:

- Participate in training sessions and capacity-building workshops organized by GMDC / GMDC-GVT or partners.
- Educate community members about GMDC's mission, policies, and developmental efforts in simple and culturally sensitive language.

4. Trust-building & Relationship Management:

- Build and maintain positive relationships with community members, especially vulnerable and marginalized groups.
- Act as a field-level point of contact between GMDC and the local population.
- Address community feedback and escalate grievances or issues to the Lead for redressal.

5. Field Reporting & Documentation:

- Maintain regular field reports on meetings, activities conducted, community feedback, and participation levels.
- Capture success stories, testimonials, and case studies from the field.
- Support in preparing documentation for internal reports and stakeholder presentations.

6. Monitoring & Support:

- Assist in monitoring community engagement KPIs (Key Performance Indicators).
- Provide inputs to enhance the quality of community programs based on field observations.
- Support logistics, event coordination, and administrative needs for field activities.

Qualifications:

- Graduate in Social Work, Rural Development, Sociology, or any related field.
- 2-3 years of relevant experience in community engagement, grassroots mobilization, or NGO/CSR fieldwork.
- Fluency in local language and working knowledge of English.
- Strong interpersonal, communication, and facilitation skills.
- Experience working in rural or semi-urban settings preferred.
- Ability to travel extensively and work flexibly as per community schedules.

Remuneration:

- Competitive, based on experience and qualifications, as per industry and GMDC norms.