



<https://jobable.govhelp.in/job/vi-recruitment-2024-all-jobs-for-you-coordinator-post/>

## VI Recruitment 2024 – All Jobs For You – Coordinator Post

**Hiring organization**  
VI

### Job Location

India  
Remote work from: IND

**Date posted**  
January 9, 2024

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.08.2024

### Base Salary

USD 11,100 - USD 19,200

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## VI Recruitment 2024

We are seeking a passionate and organized individual to join our team as a Coordinator in VI. This role plays a pivotal part in ensuring efficient and comprehensive service delivery for individuals with visual impairments within our organization. You will be instrumental in coordinating program activities, providing administrative support, and fostering a welcoming and inclusive environment.

## VI Careers

### Responsibilities:

- Manage program calendars, schedules, and logistics for workshops, events, and activities specifically catering to individuals with VI.
- Liaise with internal and external stakeholders to ensure smooth program execution and resource allocation.
- Assist with data collection and reporting on program participation and outcomes.
- Provide efficient administrative support to the VI team, including managing communication, maintaining accurate records, and handling basic data entry.
- Coordinate volunteer recruitment and orientation, ensuring they receive appropriate training and guidance.
- Assist with fundraising and grant writing efforts related to VI programs and initiatives.

(adsbygoogle = window.adsbygoogle || []).push({});

## VI Jobs near me

### Skills:

- Excellent organizational and time management skills.
- Strong written and verbal communication skills, with the ability to tailor communication for individuals with VI.
- Proficiency in computer applications, including word processing, spreadsheets, and databases.
- Ability to work independently and as part of a team in a fast-paced environment.
- Demonstrated commitment to inclusivity and disability rights.
- Basic understanding of VI needs and accessibility best practices

Important Links)

**Find the Link in [Apply Now](#) Button**

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});