

Job Description for Program Executive for Kolkata

About Ananta Aspen Centre

Ananta Aspen Centre is a non-profit organization dedicated to in-depth discussions of global issues, high level exchange of opinions, information and values with the intent to develop values based leadership at all levels. The Centre aims to engage eminent experts and thought-leaders from across the spectrum, be it politics, business, defense, diplomacy, media, culture and other streams by bringing a multi-dimensional perspective to the most important issues facing Indian society.

The three core pillars of the Centre are: International Relations, Public Policy and Leadership Development. The Centre is based in Delhi and has an international network of partners. It is registered under 12A and 80G of the Income Tax Act. The Institute is based in Delhi with an office in Kolkata and has an international network of partners.

Ananta Aspen Centre's activities include:

1. Public Programs to promote a deeper understanding of India's development & challenges.
2. Policy Seminars that bring together small groups of stake holders to improve public and private - sector policy making
3. Leadership Programs that bring together small groups to explore fundamental truths through the Socratic method
4. International Dialogues to help bring India closer to other parts of the world.

Be a part of the Ananta Aspen Centre team

Ananta Aspen Centre is a young and growing organization and invites you to join our team. Please find the Job Description for the position of **Program Executive** below. The Program Executive will be working with the Director of the leadership vertical and the team at Ananta Aspen Centre. The Candidate will be responsible for the following -

1. Assist the Director to develop and lead new initiatives that will support the organization's mission and programs
2. Explore and co-ordinate unique and entrepreneurial programs in the values based leadership space
3. Work collaboratively to support all aspects of Ananta Aspen Centre's programs and associated events
4. Prepare reports and budget on programs, events and meetings
5. Develop presentations and other documents for internal and external use
6. Basic data management like maintaining records of agreements, MOUs, external & internal communication and office management
7. Maintain relationships with strategic partners, corporate leaders and leadership alumni
8. Support the CEO and Director as required

Required Qualifications

A Bachelor's degree in Social Sciences.

Required Skills and Experience

1. Excellent communication skills in English (both oral and written)
2. Must be a collaborative and adaptive team player, a good communicator, intellectually independent and a passionate learner.
3. Innovative and focused individual with the ability to work effectively with different stakeholders.
4. Highly proficient with MS Word, Excel, PowerPoint and Outlook

Compensation

Compensation will be competitive and commensurate with skills and experience.

Application Process

Please apply with your resume and a clear passport size photograph.

Please use the following format for the subject line in your email - "*Program Executive Kolkata- (Your Name)*" and email your application to – kolkata@anantacentre.in