

NOTICE FOR RECRUITMENT

Applications are invited for recruitment for a Community Service Learning Coordinator

Minimum qualification: Master's Degree in Social Work

Job Description of a Community Service Learning Coordinator:

The Community Service Learning Co-ordinator will lead and oversee the College's social work and community engagement initiatives, ensuring their alignment with Loreto values and the Vision and Mission of Loreto College, Kolkata. The role involves planning and executing community outreach programs, mentoring students in experiential learning, documenting the activities and keeping records and fostering collaborations with NGOs, Government bodies, and other organizations. The Co-ordinator will also guide students in organizing social awareness drives, special camps, helping students to collaborate and work for the upliftment of the adopted school(s) and village(s), empowering them to make a meaningful impact in their communities.

Key Responsibilities

- Initiate and manage social work projects and outreach initiatives undertaken in house and also directed by the University of Calcutta/ Central/State Government/UGC
- Supervise and mentor students in fieldwork and experiential learning activities.
- Organize social awareness events and promote community welfare.
- Collaborate with the NGOs, government bodies, and community organizations.
- Maintaining records (geo-tagged & regular pictures, data, reports, expenses) and assisting the relevant teams/ committee members in preparing reports for various accreditation bodies like NAAC, AQAR and NIRF.
- Writing reports for the website, newsletter, YUVA portal or any other platform as and when required.
- Evaluating community service reports, supervising files and preparing certificates.
- Assisting in the adoption of villages and co-ordinating with funding agencies or NGOs as needed.
- Conducting classes (Value Education or the social work module of the Sociology course) as and when required.
- Maintaining equipment's and other accessories in charge of the different units, committees and cells involved in community outreach and engagement.
- Coordinating and supervising the 5 UBA villages and one NSS village
- Monitoring and checking of community service file of students
- Carrying out Community Outreach Programs at villages every month twice or thrice
- Carrying out activities with different Cells, Society and Committee of the College

Candidates should apply online through the College Website:

www.loretocollege.edu.in

Last date of Application: March 15, 2026