



ASSISTANT MEMBERSHIP GROWTH MANAGER

Job Description

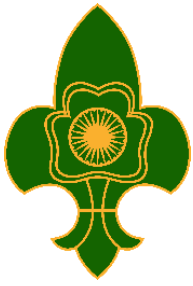
Position Title	Assistant Membership Growth Manager
Position Concept	<p>The Assistant Membership Growth Manager is a contractual post (Project based), responsible for the coordination between the National Headquarters and the State Headquarters on membership growth related matters of the Bharat Scouts and Guides.</p> <p>Furthermore She/he should ensure that the set targets are achieved within the given timeframes.</p>
Principal Responsibilities	<ul style="list-style-type: none"> • To help MGM to analyze the BSG's current situation in the area of membership. • To assist MGM for successful implementation of the BSG's growth strategy within the National Headquarters and with the State Headquarters. • To assist MGM for monitoring and evaluation of the progress on the implementation of national and state growth strategy. • To help MGM to prepare periodic reports on membership growth. • Coordinate and communicate with State Coordinators on matters. • Related to Membership growth of BSG.
Term of appointment	One Year and could be extended
Report to	Membership Growth Manager
Responsible to	<ol style="list-style-type: none"> 1. Chairman - National Membership Growth Committee 2. National Membership Growth Coordinator/Director, BSG 3. Secretary - National Membership Growth Committee 4. Membership Growth Manager
Personal Profile	<ul style="list-style-type: none"> • Graduation in any stream. • Have a good knowledge of MS Office and Internet; with special skill of PPT presentation. • Able to communicate in English, oral and written form. • Ability to develop project proposals and it's implementation. • Ability of write a report. • Have good communication skills. • Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above.



Analyst cum Data Entry Operator for Membership Growth Cell

Job Description

Position Title	Analyst cum Data Entry Operator for Membership Growth Cell
Position Concept	The Analyst cum Data Entry Operator is a contractual post (Project based), responsible for collect and handles the data operations, generates reports from data interpretation and share the results of the analysis with management, who use it to make strategic changes and improvements in the organisation.
Principal Responsibilities	<ul style="list-style-type: none">• Designing and maintaining data systems and databases of BSG• Collecting youth data of the country from different sources• Interpreting gathered data and analyzing it• Prepare and Submitting reports to the MGM• Helping the MGM and other team members to achieve the National target
Term of appointment	One Year and could be extended
Report to	Membership Growth Manager
Responsible to	<ol style="list-style-type: none">1. Chairman - National Membership Growth Committee2. National Membership Growth Coordinator3. Secretary - National Membership Growth Committee4. Membership Growth Manager
Personal Profile	<ul style="list-style-type: none">• Graduation in any stream (Preference for Graduation with economics or statistics)• Have a good knowledge of MS Office along with spreadsheet tools such as Microsoft Excel or Google Sheets etc. and Internet• Have special skill of PPT presentation• Able to communicate in English, oral and written form• Have strong analytical skills• Have report writing and presentation skills• Have good communication skills• Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above.



Data Entry Operator for Membership Growth Cell

Job Description

Position Title	Data Entry Operator for Membership Growth Cell
Position Concept	The Data Entry Operator is a contractual post (Project based), responsible for update and maintain information of the Bharat Scouts and Guides databases and computer systems in membership growth cell.
Principal Responsibilities	<ul style="list-style-type: none">• Collecting and entering data in databases• Maintaining data systems and databases of BSG• Maintaining accurate records of valuable information• Helping the Analyst and AMGM and other team members to Achieve the National target• Keep information confidential• Comply with data integrity and security
Term of appointment	One Year and could be extended
Report to	Analyst and Assistant Membership Growth Manager
Responsible to	<ol style="list-style-type: none">1. Membership Growth Manager2. Assistant Membership Growth Manager3. Analyst
Personal Profile	<ul style="list-style-type: none">• Graduation in any stream• Have a good knowledge of MS Office along with spreadsheet tools such as Microsoft Excel or Google Sheets etc. and Internet• Have special skill of PPT presentation• Able to communicate in English, oral and written form• Have data entry skills• Have typing speed and accuracy• Preference will be given to Rashtrapati Awardess of BSG or HWB Holders or above