



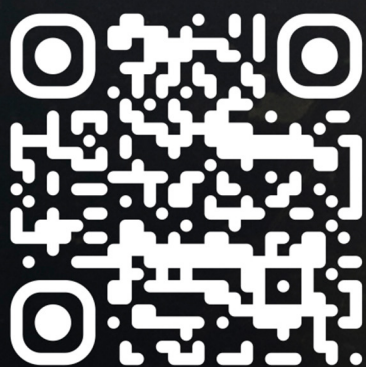
VEDITUM IS HIRING

ROLE: Operations Associate & Community Facilitator

TYPE: Full Time (Kolkata)

PAY: INR 40,000 / month

APPLICATION DETAILS HERE:
veditum.org/hiringoct25



apply by 15th November 2025

details in the pages below



veditum.org



movingupstream.in



sandwatch.in

JOB DESCRIPTION (4 pages) - Veditum India Foundation, October 2025

The Role: Operations Associate & Community Facilitator

We are looking to hire for the role of Operations Associate & Community Facilitator. This is a hands-on role, for a self-driven individual with at least 1 year of work experience, preferably in the development sector in India.

This is an organisational role, with a primary focus on managing operations in and from the organisation's office in Kolkata. Along with this, the role involves building out the Kolkata Change Makers initiative anchored by Veditum.

About Veditum

Veditum India Foundation is a not-for-profit research, media, and action oriented organization, working at the intersection of environmental and social justice. Our mission is to transform the environmental governance landscape of India, and our current work is centered on life in and around Indian rivers.

Our flagship projects include Moving Upstream and India Sand Watch.
Check out all work and projects at - www.veditum.org

About Kolkata Change Makers (KCM)

Kolkata Change Makers is a recent initiative being anchored by Veditum. A community of change makers in and from the city of Kolkata is being nurtured, with opportunities for learning, cross collaboration, and access to spaces & resources being made available.

The Veditum office space plays a crucial role in this exchange with the change makers community in the city. Check out recent activity from the community at this link:

<https://www.instagram.com/kolkatachangemakers>

Engagement Type

- This is a full time role, only for Indian nationals based in Kolkata, India. The role will start as soon as the hiring process is complete (tentative start: January 2026).
- This is an in-office role, and regular office hours are 10am to 6pm IST from Monday to Friday.
- There will be moderately frequent commitments towards workshops & events requiring engagement beyond the 10am - 6pm envelope on some weekdays. There will also be occasional weekend engagements.
- The additional time commitment will be balanced with time off during regular days and office hours. We are flexible with working hours and days off, but flexibility follows performance & consistency.
- The selected candidate will work directly with and report to the organisation's founder-Siddharth Agarwal.
- We will prioritise those willing to commit for a longer term engagement.

Role Details & Responsibilities

- All the work listed below will be achieved in collaboration with the team (particularly Siddharth, who is based in Kolkata) and guidance will be provided where required. The selected candidate must however showcase strong self-drive and motivation.
- The core of the operations work will focus on the organisation's administrative requirements, as well as projects related administrative tasks. This will include working towards:
 - Documentation and Filing - process documentation, file management, and inventory management for official & project / programming work
 - Fulfilment - printing, packaging, postage, etc. as needed for the organisation's events and publishing work
 - Space management - maintaining and co-designing the office space
 - Programming & Coordination - develop regular events / workshops programming at the office, and coordinate with resource persons
- As part of the community facilitation work:
 - Work to bring in new members into the Kolkata Change Makers community through engagements and networking

- Work to coordinate gatherings & events for the Kolkata Change Makers community and manage the office calendar
- Additionally, the candidate will be required to contribute to basic & essential tasks with the team towards organisation growth: network expansion, fundraising, workshops, and more.
- If some components of Veditum's work are new, we will facilitate this learning process if the candidate displays exceptional potential in other required skills.

Key + Basic skills & requirements needed

- We're looking for someone who finds it rewarding to keep things organised, build processes, and enjoys working with people / networks.
- Graduate/postgraduate/diploma holder and at least 1 years of work experience (preferably in the development sector in India). The degree requirement is flexible.
- Basic knowledge and interest in environmental challenges / climate change, along with a strong alignment with Veditum's goals and vision.
- An understanding or exposure to various environmental / social / alternative organisations and / or initiatives in Kolkata will be an advantage.
- Should be comfortable with basic tools such as Google Workspace and Notion, in making PPTs, and in creating process documents.
- A displayed knowledge and practice of organisation and documentation skills.
E.g: Previous experiences in event or space management, organising, archiving.
- A practiced experience in community management, + knowledge and network curation. This will require excellent relationship building & communication skills, and the ability to hold space for facilitating learning and collaboration.

Remuneration

The starting pay for this role is ₹40,000 per month (cost to company). Please note that there will be a 6 months probationary period. Approved expenses (including travel) will be taken care of by the organisation.

Hiring Process

1. Interested applicants should write to office@veditum.org with the subject line **“Interested in Operations Role - Veditum (2025)”**. Send your applications latest by 11:59 pm IST - 15th November 2025, and include the following in your email:
 - a. Your CV
 - b. A 1-2 page document / portfolio or 5 slide presentation that showcases your skills on information / document / media management, including 2 paragraphs (500 words) on your thinking about information / document / media management.
 - c. A video recording (3-5 minutes) on why this role interests you and what you understand about ‘community facilitation and management’.
 - d. Feel free to send any relevant work samples.
 - e. If you’re sending heavy files, upload them to a drive folder and share the folder link and access. Please make sure the link is accessible to us.
 - f. Mention if you’re from a disadvantaged background.
2. After the initial screening, shortlisted applicants will be given a task.
3. Those who perform well on the task will be interviewed.
4. The final candidate will be selected based on the task and interview.

Open House

- In order to answer queries that applicants may have, we are hosting a 1 hour open house session on Saturday, 25th October, from 6pm-7pm IST
- Sign up for the session at this link: <https://luma.com/i6vbf6t>

Other Notes

- This position is open for Indian nationals only. The selected candidate will be required to furnish proof, if selected.
- We are an equal opportunity employer. Candidates from all backgrounds are encouraged to apply, and those from disadvantaged backgrounds will be preferred.
- In case of any further questions, please contact us at office@veditum.org with the same subject line as mentioned above.
- We strongly discourage use of AI tools for writing / ideating purposes.