

**Administrative and HR
Coordinator**

Apply by: Sep 20th, 2026



Avaazein Foundation (AF)

VISION

Communities working together using democratic and constitutional values to build an equitable, gender-just society, free of discrimination.

AF is an Indian non-profit organisation working since 2022. It supports individuals, and organisations believing in constitutional values and working in creative ways to build an equitable and just world.

‘Avaazein’, means ‘Voices’, that for us connotes verbal and non-verbal expressions of aspirations, demands, celebrations, and reclamations of rights and dignity.

About the Position

The Administrative and HR Coordinator will play a key role in holding together the internal systems that support Avaazein's people and processes. This includes setting up and managing workflows for hiring, onboarding, documentation, coordination, organizing events and workshops in ways that reflect our values of equity, collaboration, and well-being. The person will work closely with the Executive Director (ED) and coordinate with various team members as required. They will be working in an environment where policies, processes and documentation systems are evolving.

Role of Admin and HR Coordinator

01 Organisational level

- ❖ Contribute to strengthening the Vision and Values of AF, with the support of the ED and other team members.
- ❖ Contribute to developing and improving AF's policies and systems based on experience and lived realities.

Role of Admin and HR Coordinator

02 Human Resource

- ❖ Manage end-to-end recruitment: Drafting job descriptions, posting vacancies, shortlisting, setting up interviews, and managing offers/appointments.
- ❖ Maintain employee records, including contracts/agreements, leave records, appraisals, and exits.
- ❖ Support onboarding and exit formalities for team members, interns, and consultants.
- ❖ Coordinate with Finance team and ED on payroll and hiring schedules.
- ❖ Assist the finance team and the leadership cohort during internal audit processes
- ❖ Maintain HR documentation for internal compliance and reporting purposes.

02 Human Resource

- ❖ Create simple, accessible documents for HR processes and Induction of team members.
- ❖ Support the implementation of performance development and appraisal processes
- ❖ Maintain a calendar and coordinate external/internal capacity-building sessions.
- ❖ Support leadership in identifying learning and growth needs through regular check-ins and conversations with team members
- ❖ Maintain and update a resource database of mental health professionals, consultants, resource persons, and recruitment applicants.

Role of Admin and HR Coordinator

03 Administrative

- ❖ Maintain an organisational calendar and ensure through proper planning, that it is followed.
- ❖ Organise and maintain digital filing systems for documents and information, ensuring appropriate confidentiality.
- ❖ Manage procurement and inventory (stationery, assets, office supplies)
- ❖ Procure stationery and other essential materials required for office work.
- ❖ Coordinate logistics for meetings, events, trainings, and workshops and other internal operations
- ❖ Conduct visits to finalise workshop venues; occasionally visit bank, post office, etc.

03 Administrative

- ❖ Coordinate with vendors and service providers to get the required services or materials.
- ❖ Document internal events such as 'Reverb' (monthly) and 'Acapella' (weekly)
- ❖ Maintain and regularly update a list of pre-booked and reviewed hotels, resorts, and venues for future use, based on past staff feedback and travel experiences.
- ❖ Any other work which will help in supporting the work of the organisation, as per requirements.

Requirements for the Role

- 1 Minimum 1–3 years of experience in human resources and administration, preferably in small or medium sized nonprofit organisations.
- 2 We are looking for someone who believes in systems that are inclusive, care-centred, and transparent. A feminist lens to support the people and processes is desirable.
- 3 Supportive coordination and communication skills while managing information and tasks.
- 4 Awareness and understanding of power, caste, gender, and social inequalities in the workplace and how they shape people's access to safety, work, and well-being, is desirable.
- 5 Comfortable collaborating with diverse teams, learning in evolving environments, and engaging with grassroots realities.
- 6 Working knowledge of reading, writing and speaking English and one other Indian language
- 7 Located in Delhi or open to relocating to Delhi.

Bringing your strengths, creative and imaginative ways of working, and sense of fun would help make Avaazein a better place to work!

Application Details

Name of the position: **Administrative and HR Coordinator**

Location: **Delhi, with travel to field areas if required**

Type: **Full Time**

Reporting Colleague: **Executive Director**

Annual salary: **Rs. 4.8-7.2 Lakhs CTC, commensurate with experience**

Application Details

The position is open until Sep 20th, 2026. Kindly share **your CV** and **tell us why you are interested in this position**. Please feel free to use any method/form you like (written, audio, video, or any other format of your choice).

Email it to bindu@avaazeinfoundation.org

If our requirements align, we will reach out to further understand your work and experience through interaction/s. The mode of communication will be decided based on mutual convenience. Applications will be processed on a rolling basis.

Avaazein Foundation believes in creating a space where people from diverse backgrounds and experiences can share, learn, and grow together. Do let us know if you would like to join us on this journey.



AVAAZEIN FOUNDATION

Powering Voices