

Job Description: Community Associate | - Chief Minister's Youth Centres (CMYC)

Meghalaya Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the Project

The Government of Meghalaya has conceptualised the Meghalaya Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) to improve human capital outcomes of adolescents aged 9-19 years. Through coordinated multi-sectoral interventions, the project aims to enable youth to achieve their full potential, ensuring a successful transition from school to higher education, skilling, and livelihoods.

Under MPOWER, the Chief Minister's Youth Centres (CMYC) serve as community-based learning and engagement spaces across blocks in Meghalaya. These centres provide access to learning resources, skill-building opportunities, mentorship, sports, arts, digital literacy, and community leadership development.

The CMYCs are implemented in partnership with Sauramandala Foundation and work closely with Block and District-level teams to ensure effective outreach, operations, and impact monitoring.

About the Position

The **Community Associate (CA)** will serve as the primary on-ground facilitator of the CMYC space. The CA will act as the bridge between the community and the Youth Centre, ensuring that the centre functions effectively as a safe, inclusive, and vibrant learning hub for adolescents and young people.

The Community Associate will report to the Centre Coordinator and work closely with the Innovation Associate, the centre level team and the Block Team (MBMA). The position requires strong community engagement skills, operational management ability, and a commitment to youth development.

The role is field-based and requires regular interaction with learners, parents, community leaders, and local stakeholders.

You are not just managing a centre - you are building a space where young people feel safe, seen, and inspired.

You will:

- Welcome youth into the centre
- Build trust with families and communities
- Bring energy, creativity, and structure to daily activities
- Ensure the CMYC becomes a living community hub

You will work closely with

- Innovation Associate & Centre Team
- Centre Coordinator
- Field Operations Associates
- Local youth and community partners

This is a field-based role for someone who enjoys working with people, communities, and young learners.

What You Will Do

1. Keep the CMYC Alive & Running

- Ensure the centre is open, active, and welcoming during operational hours
- Maintain a safe, clean, and inclusive environment
- Manage equipment, books, sports materials, and digital tools
- Maintain asset registers and attendance records
- Support librarians, CITs, and centre team members
- Make sure the centre feels like a place youth want to return to

2. Build Community & Youth Engagement

- Mobilise adolescents and youth along with the Centre Coordinator
- Encourage participation across gender, age, and backgrounds
- Facilitate activities such as:
 - Community level problem solving
 - sports and creative clubs
 - workshops and skill sessions
 - movie screenings and community events
 - field visits and youth-led initiatives
- Conduct home visits and facilitate community conversations
- Build relationships with schools, youth groups, and local institutions
- Identify local challenges and share insights with the programme team
- Support healthy conflict resolution within the centre

3. Capture Stories & Track Impact

- Maintain learner profiles, attendance, and activity data
- Support surveys, reviews, and impact assessments
- Prepare monthly updates with the Innovation Associate
- Document success stories, challenges, and learning journeys
- Create simple social media content showcasing CMYC activities

4. Coordinate & Mobilise for the CMYC

- Work closely with the Centre Coordinators and other CMYC staff
- Engage with community leaders and local stakeholders

- Support visits from government officials, partners, and guests
- Participate in review meetings and CMYC forums
- Contribute ideas to strengthen community engagement

Who We Are Looking For

You might be a great fit if you are:

- Someone who enjoys working with young people
- Comfortable speaking with communities and families
- Patient, empathetic, and approachable
- Organised yet creative
- Ready to learn and grow alongside the community

Qualifications & Experience

Minimum Qualification: Graduate in any Stream.

Experience:

1+ year of experience in community engagement, youth programmes, education, or social initiatives.

Skills & Attributes

- Strong relationship-building skills
- Fluency in local language (Khasi / Jaintia / Garo)
- Good communication and coordination abilities
- Basic documentation and reporting skills
- Photography / videography interest is a plus
- Conflict resolution and facilitation ability
- Comfort using MS Office and digital tools
- Willingness to work flexible hours and attend community events

Reporting & Location

Reports To: Centre Coordinator

Location: CMYCs in Khadarshnong-Laitkroh, Mawkyrwat, Mawsynram, Pynursla, Mairang, Laskein, Umling, Mawphlang, Gambegre, Rongram, Betasing, Samanda, Dadenggre Block.

Travel: Regular local travel within the block

Duration of Engagement

Full-time contractual position under the MBMA/MBDA MPOWER Project.

Initial contract: 1 year, renewable based on performance and project needs.

Number of Vacancies: 07 (may be increased based on need)

Remuneration

As per project norms and approvals, based on qualifications and experience.

Why This Role Matters

A CMYC succeeds not because of infrastructure - but because of the people who run it.

As a Community Associate, you will help create:

- safe spaces,
- confident youth,
- stronger communities,
- and future leaders of Meghalaya.

Application Process

Applications will be accepted through the official recruitment process communicated by the implementing agency. Only shortlisted candidates will be contacted.