**Job Title: Project Management Tool (Training specialist)**

**Job Type:**    Voluntary (unpaid) position

**Key Skills:** Specialist inProject Management tools

**​Org Category:** Not for ProfitThink-Tank (Action Research)

**Org Focus Areas:** Sustainability, Risk Analysis & Management, Climate Change, Societal Collapse, Resilience

**Start Date:**  July 2022 (Tentative)  
**Commitment :**  Min. 3 months (4 hrs/week Total: 32-40 hrs)

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**Job Title:** Program Management Tool (Training)

**About Global Crisis Response (GCR):**

**Focus Areas:** Sustainability, Risk Analysis & Management, Climate Change, Societal Collapse, Resilience

**Global Crisis Response** is a systematic effort aimed at collectively exploring the best means to articulate & navigate the current era of the Anthropocene characterized by Climate Change, scarcity, chaos & uncertainty, forecast the future of trajectories human civilization & explores alternative paradigms (Pluriverse) & transition roadmaps. It is the flagship initiative of **Orb Tranz Research & Broadcasting Foundation, a not for profit** (Section-8 Company) registered in Mumbai, India. It came into existence in April 2021.

**Job Summary:**

GCR intends to build a virtual, global, volunteer driven organization by attracting a good mix of the knowledgeable, skillful, long-term thinkers. Basic projects for the phase-1 have been identified. This role requires a specialist Project Manager who can train GCR leadership in identifying a suitable PM tool (like Asana or Trello) to streamline all interlinked projects into a cohesive plan.

**Responsibilities & Duties:**

* The Project involves understanding and reviewing GCR's vision, mission & goals in order to formulate an effective strategy.
* Shortisting PM tools like Asana or Trello and training for leadership in the overall Program planning, streamlining , coordination & execution
* Create an effective Dashboard (Tasks & Projects)
* Suggest appropriate planning and execution strategies to achieve the milestones
* Suggesting project review mechanism

**Qualifications & Skills:**

* The volunteer requires to have experience in using project management tools likeTrello or Asana (non-profit exposure is preferable)
* Critical thinking & Eye for detail
* Considering the scope & complexity of this program the candidate must be open to work in a team.

**Time Commitment:**

* Minimum 1-2 months commitment
* Commit atleast 2 hours per week for orientation, discussion & meetings
* Commit atleast 4 hrs per week (total= 32 hrs over 2 months)

**Disclaimers:**

* Although Climate Change is an important aspect of our work it is not the primary focus
* Candidates who are passionate, committed towards holistic learning, dedication to stick with the work and can have patience with a new NGO that is just getting going will benefit the most from this opportunity.
* We are a budding organization with meagre resources and supervision capabilities, so please be aware that you will need to be flexible and self-motivated. In exchange we do offer a unique research experience in a welcoming and passionate team, and a chance to explore radical and non-mainstream ideas outside of traditional institutions.

**Application Instructions**

* All candidates are expected to explore the contents of our website (<https://www.globalcrisisresponse.org>) before applying for the volunteering position.
* Candidates are requested to send their latest CV to [sudhir@globlcrisisresponse.org](mailto:sudhir@globlcrisisresponse.org) along with a brief note (50-75 words) describing their motivations for applying and why their skills and expertise are a right match for this profile.