**Job Title: Volunteer (remote) -HR (Recruitment-Volunteers & Interns)**

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

**Key Skills:** HR-Recruitment experience in non-profit organizations

**​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: 48 hrs)

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**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:**

The role involves designing and implementing the volunteer & intern recruitment strategy for the organisation. This involves designing the recruitment process, creating job descriptions, exploring best sourcing channels etc. The organisation is at the moment hiring for only voluntary roles hence any prior experience in hiring for NGO etc. would be preferable.This assignment is of strategic value and we will support the volunteer with all the support and information. This is a remote role and a certificate/ letter could be provided on successful completion of the role.

**Responsibilities & Duties:**

* The Project involves understanding GCR's vision in order to formulate an effective recruitment strategy.
* Prepare Job descriptions for key volunteer & intern profiles
* Posting ads on relevant sourcing platforms
* Formulate & Implement effective short-listing, selection & interview strategy
* Functional Qualifications (as per requirement)

**Qualifications & Skills:**

* The volunteer preferably must have either an experience in formulating HR policies (in HR or legal role) especially in the non-profit (Global Think Tank & advocacy).
* Experience in recruitment (non-profit organisations preferred)
* Ability to create interview questionnaires
* Knowledge of various sourcing platforms

**Time Commitment:**

* Minimum 3 months commitment
* Commit atleast 1-2 hours per week for orientation, discussion & meetings
* Commit atleast 4 hrs per week (total= 48 hrs over 3 months)
* The actual time commitment could vary depending on situations.

**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.
* Ideally committing 3-4 months will help the candidate to get the most out of this project
* 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.