



Position: Associate- Alumni Success

Location: Majuli, Assam

Joining: November, 2025

CTC: Up to 5.40 LPA, commensurate with skills and experience.

Type: Full-time, On-site

About us:

Ayang Trust is a social purpose organization working towards building the ecosystem for sustainable self empowered communities in Northeast India through interventions in quality education and livelihoods. At the heart of the organization is The Hummingbird School started in January 2017 to provide a contextual and holistic education to the children of Majuli, set up completely in partnership with the local community. Ayang grew out of the various and urgent needs of the people of Majuli and was registered in November 2017 and has since expanded its work into a diverse range of development programs.

Ayang Trust is guided by the values of integrity, equity, excellence, love, and collaboration. We envision a world where everyone has a choice to live a life of love, dignity, and purpose irrespective of conditions at birth.

The Opportunity:

Ayang Trust is looking for a proactive **Associate- Alumni Success** to engage and support the Hummingbird School alumni network. The Associate will support recent graduates in securing admissions to schools, colleges, or vocational programs, monitor their academic and career progress, and develop platforms for continuous alumni engagement. This role requires excellent communication and relationship-building skills, along with a genuine passion for mentoring and guiding young people in their educational and professional journeys.

Key Expectations:

- Conduct regular interactive sessions and check-ins with school alumni.
- Identify suitable schools, colleges, or vocational institutions for recent graduates and support them through the admission process.
- Build and maintain partnerships with educational institutions, training centers, and scholarship providers.
- Visit partner institutions to track alumni progress and achievements.
- Maintain updated and comprehensive records of alumni information and activities.
- Build and manage alumni engagement platforms such as a digital portal, social media groups, and networking events.
- Facilitate mentorship, career guidance, and exposure opportunities for alumni.
- Collaborate with internal teams to design initiatives that enhance alumni connections with the school and community.
- Document success stories and case studies showcasing alumni journeys and milestones.

Desired qualification and competencies:

- Minimum of 2 years of experience in alumni management, career counseling, student mentorship, or related roles involving engagement with youth, educational guidance, or community development.
- Postgraduate degree in Education, Social Work, Development Studies, Psychology, Counseling, or a related field.
- Proficiency in MS Office and familiarity with design tools such as Canva and Photoshop, with the ability to create visually engaging communication and outreach materials.
- Strong communication and interpersonal skills; fluency in English is essential.
- Proficiency in Assamese or other local languages is an added advantage.
- Demonstrated ability to engage empathetically with children, youth, and educators, providing guidance and support.
- Self-motivated, organized, and able to manage multiple priorities effectively.
- Willingness to travel frequently to the institutes for alumni outreach.
- Passion for mentoring and counseling young people in their educational and career journeys.

Why Join Us:

Ayang Trust offers a unique opportunity for individuals to immerse themselves in meaningful, community-rooted work. Here's what you can expect:

- A nurturing environment where team members feel secure, respected, and empowered to grow.
- The freedom to bring your ideas to life and contribute meaningfully to our evolving work.
- A team that thrives on experimentation, creativity, and continuous shared learning.
- The chance to work closely with rural communities and contribute to long-term, sustainable change.
- A culture of peer support, reflection, and values-driven mentorship that encourages both personal and professional development.

How to Apply:

If you are interested in this opportunity, kindly submit your **cover letter and resume** to people@ayang.org.in, using the subject line: ***"Application–Associate Alumni Success"***.

Application Deadline:

The deadline for submitting applications is **26th October, 2025**. Please note that incomplete applications and those received after the specified date will not be considered.

Selection Process:

Please note that only shortlisted candidates will be contacted via email. Applications that do not meet the required qualifications and competencies will not be considered.

The selection process will consist of the following stages:

Shortlisting–Pre-Work Assignment–Interview(Round One)–Interview (Round two if required)