

WORK VAPOR

Job Link: <https://workvapor.in/jobs/ngo-whatsapp-coordinator-community-engagement/>

HIRING ORGANIZATION

Shivaa NGO

EMPLOYMENT TYPE

Full-time

JOB LOCATION

India

? Remote work from: India

DATE POSTED

? March 6, 2026

NGO WHATSAPP NGO WHATSAPP COORDINATOR/COMMUNITY ENGAGEMENTCOORDINATOR, COMMUNITY ENGAGEMENT

DESCRIPTION

Company: Shivaa NGO (Shri Harihar Indian Village of Art and Agriculture)

Position: WhatsApp Coordinator

Industry: NGO / Social Development

Location: Thane (Hybrid – Work From Home + Office)

Employment Type: Full-time

HR Contact: +91 8169363309

Communication Management:

- Manage and monitor all official WhatsApp groups and broadcast channels
- Respond to messages and inquiries in a timely and professional manner
- Share announcements, updates and campaign information clearly with members

Coordination Work:

- Coordinate with internal teams to ensure correct and timely communication
- Support online engagement campaigns and digital outreach activities
- Maintain clear and respectful communication with community members

Record Handling:

- Maintain organized records of conversations and key interactions
- Ensure proper documentation of important communication updates

Skills Required:

- Strong written communication skills
- Ability to manage multiple conversations at the same time
- Familiarity with WhatsApp Business tools and digital communication platforms

- Detail-oriented and proactive working style
- Interest in social impact and community engagement

Eligibility Criteria:

- 2–5 years of experience preferred in communications or NGO sector
- Ability to handle sensitive information responsibly
- Positive attitude and ability to work in fast-paced communication environments

Job Benefits:

- Work from home opportunity
- Supportive and collaborative NGO team environment
- Opportunity to improve digital communication and coordination skills

How to Apply

Send your resume or contact on WhatsApp at +91 8169363309