

## SYNERGY SANSTHAN

### Job Description- Knowledge Management Coordinator

**Position:** Knowledge Management Coordinator (1)

**Location-** Bhopal, Madhya Pradesh

**About Synergy Sansthan:**

Established in 2006, Synergy Sansthan is a youth-centric nonprofit organization rooted in the belief that Young People are not just beneficiaries but changemakers. Born out of the vision and commitment of a few passionate youth leaders from rural India, the organization has grown into a powerful movement advocating for a youth-led, gender -just and participatory development paradigm. From its humble beginnings, Synergy Sansthan has evolved into a promising force in youth empowerment in Madhya Pradesh, currently operating directly across 11 districts and extending its reach to 21 districts through strategic partnerships and collaborative networks. Over the past 19 years, the organization has touched the lives of over 3 lakh adolescents and youth from marginalized tribal, rural and semi-urban communities—nurturing leadership, strengthening agency and catalyzing grassroots change. At the heart of Synergy’s work is the empowerment of adolescents and young people, especially those from Scheduled Tribes, Scheduled Castes, religious minorities and people with different gender identities. Flagship initiatives such as HumRahi, Udaan Fellowship and Yuvalaya -Youth Resource Centre have consistently demonstrated that when rural and tribal youth are given the right platforms, they emerge as resilient leaders, social entrepreneurs and advocates for justice within their communities. One of SYNERGY’s most transformative contributions has been the incubation and mentoring of early-stage youth-led organizations, many of which now anchor impactful development efforts in some of the most underserved geographies of Madhya Pradesh. Driven by the conviction that systemic change cannot be achieved through project-based interventions alone, Synergy Sansthan has increasingly focused on building institutions, ecosystems and inclusive narratives. The organization works to create safe, enabling spaces where young people can organize, learn, express and lead, thereby gaining not just skills but the confidence to challenge structural inequities and break intergenerational cycles of marginalization. As part of its current strategic focus, Synergy is scaling proven models, promoting social innovation and entrepreneurship among youth and deepening cross-sectoral collaborations. The organization is also investing in policy dialogue, institutional partnerships and youth-led research to amplify grassroots voices in state and national platforms. Today, the organization is striving for youth-driven transformation in central India, building capacities, courage and conviction among a new generation of socially conscious leaders. Synergy Sansthan aims to co-create a resilient, gender-just, youth-centered development ecosystem—one that is recognized, resourced and respected at all levels.

**Position Overview:**

At Synergy Sansthan, we are dedicated to amplifying the voices of young people and ensuring their active participation in shaping a sustainable and resilient future. The Knowledge Management Coordinator will provide key role in empirical evidence building and synthesising information in knowledge products for the project on “Youth Leadership, Knowledge and Collective Action.” The Knowledge Management (KM) Coordinator will play a critical role in capturing, synthesizing and sharing technical knowledge within Synergy Sansthan and with external stakeholders, including donors, partners and government agencies. The incumbent will develop and implement innovative strategies to ensure that lessons learned, best practices and evaluation findings are effectively disseminated to improve the effectiveness of the organization’s youth-focused programs. This role involves leading content creation, facilitating learning events, managing documentation and supporting organizational learning and knowledge mobilization efforts across Synergy Sansthan’s projects.

## **Key Responsibilities:**

### ➤ **Knowledge Management & Research**

- Conduct comprehensive literature reviews of studies/documents related to young people's issues, engagements, initiatives and organizational work.
- Lead the development and implementation of research and learning agendas for the assigned projects and studies. Compile and maintain repositories of relevant research studies and literature, with a focus on young people's initiatives.
- Draft study protocols including the formulation of research questions, selection of appropriate methodologies and develop research tools under supervision, collaborating closely with project team and external agencies, particularly in the domains of young people's issues.
- Conduct and supervise data collection for quantitative and qualitative studies, ensuring high data quality and supporting robust data analysis.

### ➤ **Knowledge Mobilization Strategy**

- Develop and operationalize knowledge mobilization strategy, aligning with organizational goals to ensure the effective dissemination of knowledge across teams, stakeholders and beneficiaries.
- Create and implement systems to capture and share knowledge, ensuring that the right information reaches the right people at the right time.
- Foster a culture of knowledge-sharing across the organization, promoting collaboration and improving decision-making processes.
- Advocate and drive the use of knowledge management tools and platforms to streamline knowledge exchange.

### ➤ **Content Creation and Knowledge Products**

- Lead the development of knowledge products, including reports, case studies, research papers, presentations and other content that communicates program evaluations, lessons learned, and best practices.
- Document project results and processes, developing success stories, scientific manuscripts and reports for learning and dissemination.
- Ensure that knowledge products are clear, accessible and aligned with the needs of internal and external audiences.
- Collaborate with program teams to translate research findings into actionable insights for programmatic adjustments and enhancements.
- Work closely with project teams to collect, validate and refine content for publications such as blogs, newsletters, social media campaigns, and reports.

### ➤ **Learning and Capacity Building**

- Lead learning events, such as workshops, webinars and knowledge exchange sessions, to facilitate the sharing of best practices and lessons learned across teams.
- Support program managers in identifying opportunities for learning and integrating knowledge into program design and implementation.
- Develop training materials and provide coaching to staff and partners on knowledge management processes, tools and systems.
- Create and oversee the process for documenting success stories, challenges and operational processes for internal and external dissemination.
- Support research and analysis to assess the effectiveness of programs, evaluating quantitative and qualitative data to identify key lessons and areas for improvement.

- Develop and implement a communications strategy to promote Synergy Sansthan's research and learning outcomes, ensuring visibility and engagement with external stakeholders such as media, donors and partners.
- Represent Synergy Sansthan at external events, forums and meetings to share knowledge and advocate for the organization's initiatives.
- Build relationships with key stakeholders, including aligned organizations and potential funders, to support collaborative efforts and expand the impact of the organization's work.

**We are looking for a person, with:**

- Good sense of humour, ready to learn, assimilate and adapt to the cultural and contextual requirements of a youth focused and youth led team.
- Postgraduate degree in Population Studies, development-related field, communications, social sciences, economics, or other relevant disciplines with previous experience in managing or contributing to field-based research studies.
- 3-5 years of experience in research, knowledge management, or content development within the non-profit or development sector, preferably publications in international & national peer-reviewed journals.
- Strong analytical skills with the ability to synthesize complex information and translate it into clear, actionable knowledge products.
- Exceptional written communication skills, with experience preparing reports, presentations, and other knowledge products for diverse audiences.
- Willingness to travel extensively, including to remote and rural areas, as needed.
- Experience in using knowledge management tools and platforms (e.g., SharePoint, knowledge databases, document management systems).
- Understanding of impact measurement frameworks and the ability to apply them to youth-focused programs.
- Experience with social media management and digital content creation purposes.
- Innovative, open to learning and adaptable to changing environments. Excellent interpersonal and communication skills, with a proactive approach to problem-solving and decision-making.

Please complete the Application Form Diversity Detail Format and upload your latest resume/CV (mandatory)

[Application Form](#)

**Please Apply on or before 14<sup>th</sup> January 2026.**

**Salary-** The salary offered will be in the range of 5.50 to 7.00 Lakhs, though commensurate with the experience and expertise of the candidate and includes other benefits like PF, Insurance, paid leaves, work from home/flexible working hours, etc. We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision. We aim to be an equal opportunity employer. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. People of all gender identities, including LGBTQ+, are encouraged to apply.