

Date: DD-MM-YYYY

Title: Assistant Research Coordinator

Project Name: Mechanistic Trial of Problem Solving and Behavioural Activation for Youth Depression (METROPOLIS)

Contract type: Full-time (100% FTE)

Contract Duration: 1 year. (The initial appointment will be made for six months' probation from the date of joining, with renewal up to one year based on a performance review. Performance will be reviewed at the end of each year. The position is co-terminus with the project.)

Number of Vacancy: 03

Reports to: Research Coordinator

Working days: Monday to Friday (The role may require working on weekends, especially Saturdays, with compensatory time off provided as needed)

Job Location:

2 positions: Greater Noida

1 position: Sohna

Application deadline: 26th June, 2026 ; expected joining by July 2026

About Sangath

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world-class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

Our Values

At Sangath, our values form the cornerstone of everything we do. For nearly three decades, we have passionately upheld a belief in the power of empathy, teamwork, and respect for every individual we serve and work with. We are committed to excellence in delivering world-class research and mental health services, backed by professional rigor and cutting-edge technology.

Our drive for innovation keeps us forward-thinking, always learning and evolving to solve complex healthcare challenges. We take pride in our unwavering integrity, ensuring transparency, accountability, and ethical practices throughout our work. Finally, we hold performance as a key measure of success, continuously striving for impactful, sustainable solutions. These values have been the backbone of our organization, guiding us on a journey of creating lasting change in the communities we serve.

Benefits

We believe in taking care of our team as much as they care for our mission. Sangath offers a dynamic range of benefits that reflect our commitment to our employees' well-being and professional growth. These

include Provident Fund (PF), ESIC, Gratuity, and comprehensive Medical Insurance, ensuring financial and health security. We offer flexible work timings to promote a healthy work-life balance, along with special leaves such as Menstrual Leave and Gender Affirmation Leave. Our progressive work-from-home policy is designed to give employees the flexibility they need in today's changing work environment. Joining Sangath means being part of an organization that truly values and supports its people.

About the programme

[METROPOLIS](#) is a Wellcome Trust-funded research programme investigating the effectiveness of Problem Solving (PS) and Behavioural Activation (BA) — two promising, scalable psychological strategies — when delivered by peer counsellors as early interventions for youth depression. Programme partners include King's College London (UK), Jindal Global University (JGU) (India), Youth for Mental Health (India), and Brighton and Sussex Medical School (United Kingdom).

About the role

The Assistant Research Coordinator will support the implementation of participant recruitment and campus outreach activities for the METROPOLIS research project across partner campuses in Delhi-NCR. They will work closely with the partner NGO, Youth for Mental Health Foundation (YMHF). They will report to a Research Coordinator.

Key responsibilities

1. Campus Recruitment & Outreach Implementation

- Lead the implementation of in-person and digital recruitment and sensitisation activities across assigned campuses.
- Coordinate with faculty and campus Points of Contact (POCs) to secure permissions and ensure smooth implementation.
- Supervise and allocate weekly tasks to assigned campus-based student ambassadors.
- Assist interested students with study enrolment (on-campus or online) as needed.

2. Materials & Logistics Management

- Manage the distribution, setup, and replenishment of programme and recruitment materials for assigned campuses.
- Manage on-ground logistics for campus activities, including volunteer coordination, materials setup, and post-event follow-up.

3. Monitoring, Documentation & Reporting

- Maintain accurate records of outreach and recruitment activities
- Prepare concise updates for internal reviews and quarterly reports for campus POCs.

4. Additional Responsibilities

- Support digital outreach activities as required.
- Undertake additional recruitment and outreach-related tasks as assigned by the supervisor.

Essential criteria

1. Master's degree in psychology, social work, public health, or a related field.
2. At least one year of demonstrated relevant work experience.

3. Demonstrated verbal and written communication skills in English and Hindi.
4. Ability to maintain clear documentation of activities.
5. Good interpersonal skills and ability to engage with students and college staff.
6. Strong logistical and planning skills with attention to detail.
7. Proficiency in using tools such as Excel, Google Workspace, or other project tracking tools.

Desirable criteria

1. Experience of working with colleges or directly with young people.
2. Experience in using social media for outreach and communication.

Other requirements

This role requires travelling to university campuses in Delhi-NCR for recruitment activities, campus events, and meetings with student volunteers. Since the role requires coordination with the university students who are available after college hours, work during evening hours and weekends

Remuneration and benefits

The remuneration for this position will be commensurate with educational qualifications, work experience, and as per Sangath's salary policy. The initial appointment will be for a six-month probation period, with the possibility of renewal for up to one year based on performance review. Additional benefits include PF, group health insurance, and gratuity.

How to apply

Please submit your CV along with a cover letter explaining how you meet the criteria to Alka Singh at alka.singh@sangath.in by **26th June, 2026; 5 pm**, with the subject line "Application for METROPOLIS Assistant Research Coordinator". Shortlisted applicants will be contacted for an in-person interview.

Equal opportunity

Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply.