

American India Foundation (AIF) - Career Counselor cum Coordinator- Livelihoods

Program: Market Aligned Skills Training (MAST)

Position: Career Counselor cum Coordinator- Livelihoods

Location: Mumbai

Nature of Employment: Contractual

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

Program Background:

Market Aligned Skills Training (MAST) provides underprivileged youth with skills training and access to formal employment opportunities.

Addressing the issue of lack of employability skills and career guidance among college going youth, this project aims to Create Workplace Readiness among 1,00,000 youth including girls/women in and around Mumbai & Delhi NCR through career mentoring and leveraging online skilling skills platforms, to enable employability, employment and entrepreneurial aptitude in them. The project will start with identifying, building capacity and certifying 200 full-time, part time and former college faculties from Mumbai as Multi Skills Career Mentors. They will further engage with 1,00,000 aspiring college going students seeking career guidance and employability skills which would culminate with their certification. Online training platforms will be leveraged to enhance employability of these students.

Key Roles and Responsibilities:

- To monitor & supervise the livelihood CSR project sponsored by DELL in Maharashtra
- Ensuring stage wise career counseling of the trainees
- A good listener to comprehend issues of candidates/families and employers and provide appropriate solutions
- Raising awareness among project trainees about available career options based on their skill sets and experience
- Facilitating events such as stakeholders meet and career guidance workshops or job fair.
- Facilitating students' workshops planned in colleges of Mumbai University
- Developing SoP to monitor the workshops for quality output training delivery.
- Update data and documents on AIFs online MIS database
- Sharing regular event updates on AIF's Akvo RSR platform
- Any other task as assigned by the line manager

Key skills and competencies:

- Graduate / Post Graduate degree in Psychology / advance degree in counselor education/ MSW/Social Science or in relevant field with at least 3-5 years of relevant experience.
- Ability to organize and coordinate events.
- Ability to manage data, documentation, admin and overall operational center operation
- Timely reporting to the donors and the Program Managers.
- Possesses a variety of skill sets including time-management, multi-tasking, and inter-personal skills.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure.
- Excellent communication skills –both written and verbal. Should be able to communicate with candidates effectively, expressing ideas and information in a way that is easily understood.
- Have an empathetic approach towards dealing with issues faced by candidates and their parents.
- Ability to develop and maintain a good working relationship with candidates, families, employers and other professionals.

Reporting: The position will directly report to Program Manager- Livelihoods

Other: Salary commensurate with experience. Initially contract shall be issued for a period of eight months, which shall be renewed based on performance and project extension.

Position Availability: Immediately

Application Process: To apply for this position, send your CV, mentioning current and expected CTC along with notice period to indiarecruitments@aif.org with subject line “Coordinator- Mumbai” by 26th July 2020.

Only applications of shortlisted candidates will be acknowledged.