

Center Manager cum Employment Coordinator

Program: Ability Based Livelihoods Empowerment (ABLE)

Position: Center Manager cum Employment Coordinator

Location: Bangalore (1), Chennai (1), Delhi (1), Hyderabad (1), Mumbai (1)

Nature of Employment: Consultancy Contract

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:

SBI Foundation-Microsoft and AIF have collaborated for a project focusing on creating career pathways for 500 persons with disabilities in the digitally transformed BFSI Sector. During Covid-19 pandemic, the employment scenario has seen a kind of transformation with the "new normal" situation driving the way companies are operating. This has a strong bearing on their employees as well as future HR strategies.

Job Summary:

This is a responsible position with the ABLE – Livelihoods team and contributes to take full charge of the center and positioning AIF Livelihoods as a credible CSR network, implementation and knowledge partner for corporates. The position is responsible for managing day-to-day work at the training center along with building and maintaining relationships with prospective and current corporate of Livelihoods vertical of AIF. The incumbent will also be responsible for the daily progress of the training center and identifying relationship building opportunities with the employers to explore possible job opportunities for young adults with disabilities.

Reporting:

Using the leads generated from the database, the Center Manager cum Employment Coordinator will work with the Project Manager (as required and needed) to take the conversation forward and convert the relationship. S/he will be expected to work on presentations independently and, as needed, under supervision of the Project Manager. This position is also expected to track and identify events and conferences where AIF can participate; to liaise network etc.

Key Roles and Responsibilities:

The job responsibilities include, but are not limited to the following:

- Responsible for managing day to day affairs of the Training Center (Center Operations) and smooth implementation of the project.

- Develop the training plan (batch schedule, curriculum delivery plan –week wise and daily rostering) with the team and ensure adherence to the plan to achieve the target.
- Align all activities of the center as per project timelines and support the training center team.
- Ensure smooth training delivery on different modules – Domain training, Soft skills, Personality grooming, Spoken English, Basic computers, IT and digital literacy.
- Organize various indoor and outdoor activities for candidates including exposure visits as part of the training program.
- Maintain trainee database on real-time basis in the AIF MIS portal and upload the relevant supporting documents for the training center along with proper documentation and maintenance of project records (physical and soft copies).
- Gather market intelligence on new trends and best practices with respect to training and employment of persons with disabilities and feed into planning and implementation.
- Facilitate donor visits and manage corporate volunteer engagement activities at the center.
- Will be responsible for on ground monitoring of project delivery / activities.
- Create and maintain a database of potential recruiters of PWD workforce.
- Establish connect with employers to increase employment opportunities and communicate appropriately about the project and organization.
- Organize exposure visits / placement drives / job-fairs to engage employers.
- Support partners and implementation team with leads on employment opportunities and Identification of job roles.
- Coordinate all recruitment related activities and provide necessary support to both employers and employees during the onboarding process and ensure proper induction.
- Provide necessary post-placement support.
- Manage center financial matters to ensure budget utilization, and maintain book of records.
- Arrange all project documentation at center level.
- Develop and submit periodic reports (programmatic and financial).
- Any other task assigned by the Line Manager.

Key skills and competencies:

- Graduate / Post Graduate degree in Commerce/Science with at least 3-5 years of experience in managing skilling centers
- Experience in Managing training program for persons with disabilities is desirable.
- Experience in BFSI sector skilling will be an added advantage.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time-management, multi-tasking, and inter-personal skills.
- Ability to develop relationships and engage with employers.
- Documentation and report writing 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.
- Good time management.
- Ability to develop a local level network of useful resources to support project implementation.
- Ability to work independently with large volumes of data with initiative and with problem solving ability.
- Ability to work across teams and supervisors.

- Responds positively to feedback and respects diverse points of view.
- Willingness to travel

Reporting: The position will directly report to Project Manager

Other: Salary commensurate with experience.

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 “**Center Manager cum Employment Coordinator**” by 15th July 2020.

Only applications of shortlisted candidates will be acknowledged.