

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

Program: Market Aligned Skills Training (MAST)

Position: Mobilizer cum Career Counsellor- Livelihoods

Location: Delhi/ NCR

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, the project will leverage the AIF Center of Excellence in Delhi NCR to provide Market Aligned Skill Training in IT domain to 300 underprivileged youths and creating for them access to job employment.

Job Summary: This is a responsible position with the MAST –Livelihoods team and contributes to take full charge of mobilization activity within the project through strong local network to be able to mobilize underprivileged youth for joining AIF's training program. The incumbent will also be responsible for collecting and collating data for center use. The Mobilizer will be expected to work on new ideas / networks that help in enhancing mobilization activities to get positive results in terms of number of beneficiaries to achieve project targets.

Key Roles and Responsibilities: The job responsibilities include, but are not limited to the following:

- Responsible for mobilization of eligible candidates and enrolment in the training programs.
- Ensuring stage wise career counseling of the trainees
- A good listener to comprehend issues of candidates/families and employers and provide appropriate solutions
- Have an empathetic approach towards dealing with issues faced by candidates and their parents.
- Develop connects with community stakeholders, Community based Organizations, Schools and Colleges, training institutes etc.
- To organize mobilization activity as door to door project promotion, engaging in weekly mass mobilization activity with the trainees and colleagues for better awareness and publicity of AIF training centers.
- Bring onboard and deploy innovative solutions for mobilization leveraging technology.
- To make phone calls on regular basis and updating the data in Google sheet
- To assist in maintaining and updating the AIF MIS database.

- To be involved in any center operational and admin activity as and when required.
- Organizing community awareness programs such as street plays and taking trainees on a regular outdoor exposure visit.
- Any other task assigned by the line manager

Key skills and competencies:

- Graduate in Psychology/Social Sciences/Commerce/Arts with at least 2-3 years of experience of working with the community and mobilization of youth.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time management, data management, interpersonal skills and problem-solving ability.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure and work on tight deadlines.
- Excellent communication skills –both written and verbal.
- Knowledge of local language is essential.
- Ability to work independently with large volumes of data with initiative.
- Ability to work across teams and supervisors
- Responds positively to feedback and respects diverse point

Reporting: The position will directly report to Program Manager/ Program Associate- 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 “**Mobilizer- Livelihoods**” by 26th July 2020.

Only applications of shortlisted candidates will be acknowledged.