

Soft Skills Trainer cum Sign Language Interpreter

Program: Ability Based Livelihoods Empowerment (ABLE)

Position – Soft Skills Trainer cum Sign Language Interpreter

Location: Mumbai (1) and Delhi (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 for the soft skill and life skills development of youth with disabilities who will undergo training on BFSI sector curriculum. The incumbent will also be responsible for the daily progress of the training and supporting personality development of candidates under training.

Reporting:

The trainer will work with the Center Manager (as required and needed). S/he will be expected to work on new information / additions that can be incorporated in the curriculum to further improvise as per industry need, under supervision of the Center Manager.

Key Roles and Responsibilities:

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

- Work towards grooming personality and improving communication skills of candidates.
- Conduct Life Skills & soft skills training sessions for candidates.
- Devise innovative methodologies to deliver such trainings in virtual mode.
- Provide Indian Sign Language Interpretation for candidates and others in the program.
- Holding weekly sessions for enhancing listening, writing, speaking and reading skills of candidates.

- Prepare session plans to deliver the training using appropriate methodology and materials.
- Work with candidates to improve their soft skills.
- Grooming the trainees for facing the interview, conducting weekly mock tests.
- To support mobilization and employment activities, as and when required.
- Any other task assigned by the Line Manager.

Key skills and competencies:

- Graduate / Post Graduate degree in Social sciences/Arts/Commerce/with at least 3-5 years of relevant experience.
- Indian Sign Language Interpretation skills in essential.
- Working with PWDs, especially with deaf people is desirable.
- Possesses passion to work for and with persons with disabilities.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal 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 (written and spoken).
- 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 of views.

Reporting: The position will directly report to Center 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 “**Soft Skills Trainer cum Sign Language Interpreter**” by 15th July 2020.

Only applications of shortlisted candidates will be acknowledged.