

American India Foundation (AIF) - Communication English cum Soft Skills & Life Skills Trainer

Program: Market Aligned Skills Training (MAST)

Position: Communication English cum Soft Skills and Life Skills Trainer (2 Vacancies)

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.

Key Roles and Responsibilities:

- Work towards grooming personality and improving communication skills of candidates.
- Conduct Life Skills & soft skills training sessions for candidates.
- Conducting session on basic English, grammar and verbal communication.
- Devise innovative methodologies to deliver such trainings in virtual mode.
- 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 and interview preparedness.
- conducting weekly and monthly 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 English/Communication /Humanities with at least 3-5 years of relevant experience.
- Possesses a variety of skill sets including time management, multi-tasking, interpersonal 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 with across teams and supervisors
- Responds positively to feedback and respects diverse point of views.

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 **“Soft Skills Trainer- Delhi”** by 26th July 2020.

Only applications of shortlisted candidates will be acknowledged.