

American India Foundation (AIF) – Outreach and Onboarding Executive

Program: Livelihoods

Position – Outreach and Onboarding Executive (5 vacancies)

Location: Mumbai/ Bangalore/ Delhi-NCR

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:

The Market Aligned Skills Training (MAST) program provides unemployed young people with a comprehensive skills training that equip them with the knowledge and skills needed to secure employment and succeed on the job. MAST not only meets the growing demands of the diversifying local industries, it harnesses youth population to become powerful engines of the economy.

MAST begins with a labor market scan in each region, working closely with employers to develop the market-aligned training curricula that form the heart of the program's skills training. Set over a period of three months, the training combines foundational, workforce readiness skills with industry-specific skills, ranging from retail, basic IT, healthcare to hospitality, creating multi-sector job opportunities for marginalized young people. Upon completion of the training, qualified candidates are placed into entry-level jobs, creating a path to financial independence. In addition to private employment partners such as Reliance and ICICI Bank, MAST is aligned with the framework of the National Skills Development Corporation (NSDC).

Job Deliverables

Key Roles & Responsibilities for each position:

1. To build outreach and mobilization plans from the colleges of Mumbai/Bangalore/ other Tier2, Tier3 cities
2. To reach out to the colleges of the geography and develop a formal partnership with them
3. To sensitize minimum of 9,000 students from different colleges about the SkillsBuild platform
4. To identify at least 20 student ambassadors from different colleges for volunteering in the project
5. To identify and select minimum of 2,000 candidates for the training program

6. To ensure candidates enrolment and onboarding on to the SkillsBuild platform as per the batch size for the selected courses
7. To handle student queries and help them understand different available courses on SskillsBuild platform
8. To maintain and update necessary periodic report
9. To maintain the students' database time to time on AIF MIS database and upload the relevant supporting documents
10. Any other task assigned by the line manager

Key Skills:

1. Bachelor's /Master's degree in education/psychology/communication/business management/human resources/information technology, or related field
2. Four (4) plus years' previous experience as students counselor/ admission executive/students mobilizer/sales &marketing executive or related positions
3. Proficient computer skills, Microsoft Office Suite (Word, Powerpoint, Outlook, and Excel), and instructional software
4. Strong presentation skills
5. Experience with technologies and best practices for instructional manuals
6. Good knowledge and network with colleges of the geography
7. Good networking abilities and flair for developing long-term partnerships
8. Good interpersonal skills and communication with all levels of management
9. Excellent verbal and written communication skills
10. Organized and able to create multiple timelines, budgets, and schedules
11. Able to multitask, prioritize, and manage time efficiently
12. Excellent leadership, team building, and management skills
13. Ability to work under pressure and disciplined

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

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV alongwith current and expected salary and notice period to indiarecruitments@aif.org with subject line **“Outreach and Onboarding Executive” (Please mention preferred location in subject)** by 28th October, 2020.

Only applications of shortlisted candidates will be acknowledged.