

## **American India Foundation (AIF)- Employment Coordinator- Livelihoods**

**Position:** Employment Coordinator- Livelihoods

**Program:** Market Aligned Skills Training (MAST)

**Location:** Mumbai

**Nature of Employment:** Contractual

**Duration:** 11 months

**Number of vacancies:** 5

### **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](http://www.AIF.org)

### **About Program:**

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).

### **About NEST**

The Night Employability and Skill Training (NEST) is a visionary project aims to enhance the Employability Skills of youth through NEST (Night Employability Skill Training) Centers established in 10 Night Colleges and Evening Shift of Day Colleges of Mumbai and Greater Mumbai area. The Project delivers Innovations in Concept as well as Innovations in Implementation Methodology. It has been designed with a clear Objective: **Enhancing Employability Skills of 3,500 youth with at least 80% candidates gaining employment.**

Aspiring youth from the NEST colleges, aspirants who wants to upgrade their skills and/or looking at career shift and those from marginalized communities and migrants will be positively impacted through enhancement in their employability and access to employment opportunities. The project will ensure participation of at least 25%-30% females and upto 10% of the beneficiaries can be expected to be persons with disabilities.

**Job Deliverables:**

**Key Roles & Responsibilities:**

1. To ensure internship/placement of NEST candidates
2. To generate employment opportunities for NEST candidates and alumni by establishing and maintaining productive employer partnerships across Mumbai
3. To help NEST candidates identify employment options that match their career interests.
4. To assist NEST candidates in all aspects of the job search including resume writing, interviewing techniques and job referrals.
5. To schedule and follow up on candidate interviews with prospective employers.
6. To contact employers for developing reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
7. To take lead in organizing job fairs
8. To maintain employer database and candidates' profile as needed.
9. To provide targeted career information and resources for specific majors and interest groups to candidates, alumni, trainers, and staff as needed.
10. To collaborate and promote Career Planning services through in-class presentations, student organization outreach
11. Travel to field as and when required
12. Any other cross functional initiatives as assigned by the line manager

**Key Skills:**

1. Bachelor's degree in psychology/communication/business management/human resources/information technology, or related field
2. Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions
3. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
4. Well informed of labor market trends, employer needs and best practices in career services.
5. Strong presentation skills
6. Openness to students and colleagues from a range of cultures and languages.
7. Experience with technologies and best practices for instructional manuals
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. Ability to work under pressure and disciplined

**Reporting:** The position will report to Program Manager- Livelihoods/Project Coordinator.

**Other:** Salary commensurate with experience.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to [career.livelihoods@aif.org](mailto:career.livelihoods@aif.org) with subject line **“Employment Coordinator- Livelihoods”**.

Along with your CV, please also share a one-minute video resume answering these 3 questions:

- ~ Tell us something about yourself?
- ~ A brief about your achievements as an Employment Coordinator?
- ~ Your current/last drawn CTC and expectation from the role?

Please upload a zip file including the CV, Covering Letter and video resume.

Deadline for applications: **23<sup>rd</sup> April, 2021**

Only applications of short listed candidates will be acknowledged.