

American India Foundation (AIF) - Employment cum eMarketplace Promotion **Coordinator – Livelihoods**

Position: Employment cum eMarketplace Promotion Coordinator - Livelihoods

Program: Livelihoods

Location: Delhi NCR

Duration: 10 months

Nature of Employment: Contractual

Number of positions: 1

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

About Program

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

The Market Aligned Skills Training (MAST) provides underprivileged youth with skills training and access to formal employment opportunities. It addresses the systemic imbalance between millions of the country's disadvantaged youth lacking education and basic skills, and its growing industries in need of a skilled workforce. Working closely with employers, to develop market-aligned curricula that meets the need of the industry across the country, AIF provides a three-month vocations training and workplace readiness program to underprivileged young people to empower them with the knowledge and skills needed for employment and success. MAST promotes increased participation of women in the workforce through appropriate skilling and gender mainstreaming. It also promotes entrepreneurship culture amongst women thus making it aspirational to the population at the bottom of the pyramid.

Ability-Based Livelihood Empowerment (ABLE) trains persons with disabilities in fundamental and specialized skillsets and facilitates their entry into the job market through a robust advocacy platform for disability inclusion, promoting inclusive growth in India. With specialized curriculum development for the visually impaired, hearing impaired and orthopedically impaired, the program combines assistive technologies and workplace solutions with career counselling while building capacity of NGOs across India to ensure equal opportunities for all persons with disabilities.

Cumulatively, both these programs have benefitted 1,40,840 individuals (as on 31st March 2020) with 1,02,675 having gained employment across 23 States of India. From among those benefitted, 41% are women and 16,167 (11%) are persons with disabilities.

About Project

Internet Based Livelihoods Rehabilitation (INABLER) is a program designed in response to COVID realities that leverages technology and internet to deliver a first of its kind 100% remote project with online skilling, eMarketplace for employment facilitation and access to remote jobs for PwDs and Women.

Key Roles & Responsibilities:

1. To ensure placement of INABLER program candidates (persons with disabilities and women)
2. Lead all employer engagement efforts of the program.
3. To generate employment opportunities for candidates by establishing and maintaining productive employer partnerships across Delhi NCR
4. Map potential employers and secure placement MOUs with them to support placements.
5. To help candidates identify employment options that match their career interests.
6. To assist candidates in all aspects of the job search including resume writing, interviewing techniques and job readiness.
7. To schedule and follow up on candidate interviews with prospective employers.
8. To take lead in organizing job fairs and other placement driven activities
9. To maintain employer database and candidates' profile as needed.
10. To provide targeted career information and resources for specific majors and interest groups to candidates, alumni, trainers, and staff as needed.
11. To collaborate and promote Career Planning services through presentations, student organization outreach
12. Provide inputs in the development of the eMarketplace for persons with disabilities
13. Support in developing the communication and promotion plan for the eMarketplace.
14. Promote and disseminate the eMarketplace among stakeholders, esp. corporates and PWD training organizations through various means.
15. Onboard and register at least 150 corporates and 1,000 PWDs on to the eMarketplace
16. Travel to field as and when required
17. Any other cross functional initiatives as assigned by the line manager
18. To be involved in any operational activity as and when instructed by the Project Manager.
19. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Key Skills:

- Bachelor's degree in psychology/communication/business management/human resources/information technology, or related field
- Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions

- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Well informed of labor market trends, employer needs and best practices in career services.
- Experience on employment of PWDs and women is desirable.
- Strong presentation skills
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- Possesses passion to work for and with persons with disabilities and women.
- 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 with across teams and supervisors
- Responds positively to feedback and respects diverse point of views.

Reporting: The position will report to Project Manager.

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 with subject line **“Employment cum eMarketplace Promotion Coordinator - Livelihoods”**.

Along with your CV, please also share a two-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: **30th April 2021**

Only applications of shortlisted candidates will be acknowledged.