American India Foundation (AIF)
Soft Skills Trainer cum Counsellor - Livelihoods

Position: Soft Skills Trainer cum Counsellor - Livelihoods
Program: Livelihoods
Location: Haridwar (Uttarakhand), Etah & Sumerpur (Uttar Pradesh)
Joining: June 2021
Nature of Employment: Fixed Term
Number of positions: 3 (1 in each location)

About American India Foundation

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 AIF Livelihoods Programs

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 The Project

AIF aims to influence the skilling and employment ecosystem for inclusion and empowerment of youth from the marginalized and economically weaker section of the society through a project over a period of 3 years in Haridwar (Uttarakhand), Etah and Sumerpur (Uttar Pradesh). This project endeavors to benefit at least 9,000 individuals across these three locations through interventions in Employment (placement linked training), Entrepreneurship and Entitlements with the ultimate objective of enhancing income.

Key Roles & Responsibilities:

1. Work towards grooming personality and improving communication skills of candidates in the Livelihoods program.
2. Conduct Life Skills & soft skills training sessions for candidates following a curriculum.
3. Devise innovative methodologies to deliver such trainings.
4. Holding weekly sessions for enhancing listening, writing, speaking and reading skills of candidates.
5. Prepare session plans to deliver the training using appropriate methodology and materials.
6. Work with candidates to improve their soft skills.
7. Grooming the trainees for facing the interview, conducting weekly mock tests.
8. Conduct counseling of candidates and parents at the time of enrolment into the training program as well as periodically during the training and before and during placement process.
9. To support mobilization and employment activities, as and when required.
10. To assist the trainers and Center Manager in maintaining and updating the AIF MIS database.
11. To be involved in any operational activity as and when instructed by the Project Manager.
12. To conduct counselling of candidates (and their family members as and when required) during enrollment and during placement preparation.
13. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF.

Key Skills:

- Graduate / Post Graduate degree in Social sciences/Arts/Commerce/with at least 3-5 years of relevant experience.
- Experience of handling soft skills and life skills training for youth and women.
- Possesses passion to work for and with 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 Center 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 “Soft Skills Trainer cum Counsellor – Livelihoods (Location)”.

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 a Soft Skills Trainer cum Counsellor?
~ 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:** 20th May 2021

Only applications of short listed candidates will be acknowledged.