American India Foundation (AIF)
Trainer (Retail & Employability Skills) - Livelihoods

Position: Trainer (Retail & Employability Skills) - Livelihoods
Program: Livelihoods
Location: Haridwar (Uttarakhand)
Joining: June 2021
Nature of Employment: Fixed Term
Number of positions: 1

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. To provide training to enrolled candidates from marginalized and economically weaker section of the society
2. To train the trainees on retail job role and employability skills following a curriculum
3. Generate relevant content to deliver the training as needed
4. To maintain the trainees’ database time to time on AIF MIS and upload the relevant supporting documents on timely basis.
5. To organize various activities for candidates to provide exposure on regular basis
6. Organize guest faculty sessions periodically
7. To facilitate the project team in mobilization process
8. Develop industry collaborations and support in securing employment for candidates trained under the project.
9. Generating reports and presenting information to Center Manager
10. Support Employment related activities for the project
11. To maintain and keep record of candidates’ attendance
12. To network with local employers for expert sessions, future employment prospects, etc.
13. To assist the Project Manager in maintaining and updating the AIF MIS database.
14. To be involved in any operational activity as and when instructed by the Project Manager.
15. Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Key Skills:

- Graduate/Postgraduate in Science/Arts/Commerce/Social Welfare with at least 3-5 years of relevant experience in delivering training in retail and employability skills training.
- Preferably having industrial experience
- Well-informed about labour market trends, employer needs and best practices in career services and training.
- Experience of working with women is desirable.
- Adept in using virtual training tools and methodologies.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Strong presentation skills
• Consistently approaches work with positive energy and a constructive attitude.
• Possesses a variety of skill sets including time management, prioritization, multi-tasking, interpersonal communication and problem solving ability.
• A team player who is supportive, flexible and ready to take on additional tasks.
• Ability to work under pressure and 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.
• 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 “Trainer (Retail & Employability Skills) – Livelihoods (Haridwar)”.  

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 Trainer?  
~ 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.