

**American India Foundation (AIF)**  
**Master Trainer cum Counselor**

**Position:** Master Trainer cum Counselor

**Program:** MAST

**Reporting Relationship:** Project Manager- Livelihoods

**Location:** Bangalore, Mysore, Kolar

**Duration:** 9 months

**No of Positions:** 2 for each location (maximum 3 locations)

**Nature of Employment:** Contractual

**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 **8.4 million** lives across **26 states** of India. Learn more at [www.AIF.org](http://www.AIF.org)

**About the Livelihoods Program:**

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has, directly and indirectly, reached more than 1.2 million beneficiaries. To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

**Pathways to Impact**

1. **MAST 2.0:** Provide Market Aligned Skills Training and Employment as per needs of the geography
2. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
3. **Entrepreneurana:** Create Sustainable Income for Street Vendors
4. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women
5. **Harit Jeevika:** Create Sustainable Green Livelihoods
6. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
7. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas

**Key Roles & Responsibilities:**

- To deliver training for employability skills courses in offline/online mode for college going youth under the MAST program. Ensure course completion and certification of every candidate onboarded
- To ensure candidates' enrolment and onboarding over the learning platform as per the batch size for the selected courses

- To coordinate/monitor enrolment and schedule for online/offline employability skills training of candidates over the Learning platform
- To support AIF MAST candidates in career guidance from different parts of the country
- To support in filtration and screening of the candidates for long-term employability courses
- To organize various activities for students' exposure on a regular basis
- To reach out to the colleges of the geography and tie up with them
- To identify around 20 student ambassadors from different colleges for volunteering in the project
- To handle student queries and help them understand different available courses on the Learning platform
- To maintain and update necessary periodic reports and documentation as required in the project
- Any other task/responsibility assigned by the line manager

**Desired qualification, skills and experience:**

- Bachelor's degree in any discipline. Specialization in communication, psychology, business management, engineering or related field would be preferred.
- Four (4) plus years' previous experience as student soft skills trainer/ counselor/ admission executive/students' mobilizer/sales & marketing executive or related positions
- Proficient in computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Strong presentation skills
- Experience with technologies and best practices for instructional manuals
- Good knowledge and network with colleges in the geography
- Good interpersonal skills and communication with all levels of management
- Excellent English Language and Regional Language Skills
- Organized and able to create multiple timelines, budgets, and schedules
- Able to multitask, prioritize, and manage time efficiently
- Excellent leadership, team building, and management skills
- Ability to work under pressure and disciplined

**How to apply:**

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 "Master Trainer cum Counselor"

**Last day to apply:** 12<sup>th</sup> July 2022

Only applications of short-listed candidates will be acknowledged.