

**American India Foundation (AIF)**  
**Outreach Executive cum Counselor**

**Position:** Outreach Executive cum Counselor

**Program:** MAST

**Reporting Relationship:** Training Coordinator

**Location:** Bangalore, Mysore

**Duration:** 9 months

**No of Positions:** 2

**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. **Aatm Nirbhar:** 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:**

1. To ensure candidates enrolment and onboarding over the learning platform as per the batch size for the selected courses

2. To support training delivery for employability skills and for tech. driven courses in offline/online mode for college going youth
3. Building rapport with colleges and universities for the tie-up and MOU to for students' trainings.
4. To coordinate/monitor enrolment and schedule for online/offline employability skills training of candidates over learning platform
5. To support AIF MAST candidates in career guidance from different parts of the country.
6. To support in filtration and screening of the candidates for long term employability courses.
7. To organize various activities for students' exposure on regular basis
8. To reach out to the colleges of the geography and tie up with them
9. To identify around 100 student ambassadors from different colleges for volunteering in the project
10. To handle student queries and help them understand different available courses on Learning platform
11. To maintain and update necessary periodic report and documentation as required in the project
12. Any other task/responsibility assigned by the line manager

**Desired qualification, skills and experience:**

1. Bachelor's degree in communication, psychology, information technology, BCA, BSc, business management, Engineering or related field
2. Four (4) plus years' previous experience as student counselor/ admission executive/students' mobilizer/sales & marketing executive or related positions
3. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
4. Strong presentation skills.
5. Experience with technologies and best practices for instructional manuals
6. Good knowledge and network with colleges of the geography
7. Good interpersonal skills and communication with all levels of management
8. Organized and able to create multiple timelines, budgets, and schedules
9. Able to multitask, prioritize, and manage time efficiently
10. Excellent leadership, team building, and management skills
11. 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 **"Outreach Executive cum Counselor- Livelihoods"**.

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

Only applications of short-listed candidates will be acknowledged.