

American India Foundation (AIF) - Training Coordinator

Position: Training Coordinator

Program: MAST

Reporting Relationship: Project Manager- Livelihoods

Location: Karnataka preferred Bangalore

No of Positions: 1

Duration: 9 months

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

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. **Entreperana:** 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 ensure candidates' enrolment and onboarding over the learning platform as per the batch size for the selected courses.

- To support training delivery for employability skills and for tech. driven courses in offline/online mode for college going youth.
- To support in budget management and planning.
- To coordinate/monitor enrolment and schedule for online/offline employability skills training of candidates over learning platform.
- Building rapport with colleges and universities for the tie-up and MOU for students' trainings.
- 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 30 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:

1. Bachelor's degree in any discipline with experience in the training industry.
2. Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions
3. Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
4. Well informed of labor market trends, employer needs and best practices in career services.
5. Strong presentation skills
6. Openness to students and colleagues from a range of cultures and languages.
7. Experience with technologies and best practices for instructional manuals
8. Good interpersonal skills and English communication skills with all levels of management
9. Excellent verbal and written communication skills
10. Organized and able to create multiple timelines, budgets, and schedules
11. Able to multitask, prioritize, and manage time efficiently
12. 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 with subject line **“Training Coordinator- Livelihoods”**.

Last day to apply: 12th July 2022

Only applications of short-listed candidates will be acknowledged.