

## American India Foundation (AIF) - Project Coordinator

**Position:** Project Coordinator

**Program:** MAST

**Reporting Relationship:** Program Manager- Livelihoods

**Location:** Madhya Pradesh

**No of Positions:** 1

**Duration:** 12 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](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 need 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

### **Job Deliverables:**

**Key Roles & Responsibilities:**

1. To support conducting the scoping study to identify the SHG for the pilot
2. To support in analyzing the data from the scoping study
3. To support budget management and planning.
4. To coordinate and monitor the schedule for online/offline skills training of SHG .
5. Building a rapport with government officials and community leaders.
6. To support filtration and screening of the SHG groups for project-based intervention.
7. To organize various activities for the SHG member's exposure on a regular basis
8. To reach out to the community leaders/ institutions /corporates and tie up with them for events and expert sessions.
9. To handle SHG queries and help them understand the benefits of a rural start-up.
10. To maintain and update necessary periodic reports and documentation as required in the project
11. Any other task/responsibility assigned by the line manager

**Key Skills:**

1. Bachelor's degree in psychology/communication/MSW/business management/human resources/information technology, or related field.
2. Four (4) plus years' previous experience as Project Coordinator/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 about rural entrepreneurship development
5. Strong presentation skills
6. Experience with technologies and best practices for instructional manuals
7. Good interpersonal skills and communication with all levels of management
8. Excellent verbal and written communication skills
9. Travel to the field as required.
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:**

**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](mailto:career.livelihoods@aif.org) with subject line **"Project Coordinator (MP)- Livelihoods"**.

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

Only applications of short-listed candidates will be acknowledged.