American India Foundation (AIF)
Employment Coordinator – Engage to Empower

Position: Employment Coordinator -Engage to Empower
Program: Livelihoods
Location: Delhi NCR
Duration: 12 months
Nature of Employment: Contractual
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's Livelihoods program has two signature programs, **MAST** & **ABLE**. Both these program combined have benefitted over 140,000 youth (including persons with disabilities) though market aligned training and access to employment opportunities. The **Market Aligned Skills Training (MAST)** program provides unemployed young people with a comprehensive skills training that equip them with the knowledge and skills needed to secure employment and succeed on the job. MAST not only meets the growing demands of the diversifying local industries; it harnesses youth population to become powerful engines of the economy. **Ability Based Livelihoods Empowerment (ABLE)** trains persons with disabilities and facilitates their entry into the job market through advocacy, promoting inclusive growth in India. The training combines foundational, workforce readiness skills with industry-specific skills, ranging from retail, basic IT, healthcare to hospitality, creating multi-sector job opportunities for marginalized young people. Upon completion of the training, qualified candidates are placed into entry-level jobs, creating a path to financial independence and career progression.

Project "Engage 2 Empower (E2E)" is India's first of its kind program, which deeply engages the corporate employee volunteers as equal participants in creating a career pathway, through skill enhancement and job access, of marginalized youth, especially females and persons with disabilities. It has been envisaged as a completely virtual program.

Key Roles & Responsibilities:

1. To ensure placement of Engage to Empower program candidates including Candidates with Disability.
2. Lead all employer engagement efforts of the program.

3. To generate employment opportunities for candidates by establishing and maintaining productive employer partnerships across Delhi NCR
4. Map potential employers and secure placement MOUs with them to support placements.
5. To help candidates identify employment options that match their career interests.
6. To assist candidates in all aspects of the job search including resume writing, interviewing techniques and job readiness.
7. To schedule and follow up on candidate interviews with prospective employers.
8. To take lead in organizing job fairs and other placement driven activities
9. To maintain employer database and candidates' profile as needed.
10. To provide targeted career information and resources for specific majors and interest groups to candidates, alumni, trainers, and staff as needed.
11. To collaborate and promote Career Planning services through presentations, student organization outreach
12. Travel to field as and when required
13. Any other cross functional initiatives as assigned by the line manager
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:

- Bachelor's degree in communication/business management/human resources/information technology, or related field
- Four (4) plus years' previous experience as Placement Officer/ Human Resource Officer/ or related positions
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Well informed of labor market trends, employer needs and best practices in career services.
- Experience on employment of PWDs and women is desirable.
- Strong presentation skills
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem-solving ability.
- Possesses passion to work for and with candidates including Candidates with Disability.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem-solving ability.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure and work on tight deadlines.
- Excellent communication skills – both written and verbal
- Ability to work independently with large volumes of data with initiative.
- Ability to work with across teams and supervisors
- Responds positively to feedback and respects diverse point of views.

Reporting: The position will report to Project 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 **"Placement Coordinator (E to E)".**

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 Mobilizer?
- ~ 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: **31st August 2022**

Only applications of short-listed candidates will be acknowledged.