**Job Description**

**Outreach Executive cum Counselor**

**Position:** Outreach Executive cum Counselor  
**Program:** MAST  
**Reporting Relationship:** Training Coordinator  
**Location:** Delhi, Mumbai, Chennai/ Hyderabad/ Ahmedabad  
**Duration:** 12 months  
**No of Positions:** 1  
**Remuneration:** As per experience.  
**Nature of Employment:** Contractual

**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 MAST**

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.

MAST begins with a labor market scan in each region, working closely with employers to develop the market-aligned training curricula that form the heart of the program’s skills training. Set over a period of three months, 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. In addition to private employment partners such as Reliance and ICICI Bank, MAST is aligned with the framework of the National Skills Development Corporation (NSDC).

**About The Project**

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.
**Job Deliverables**

**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 handle student queries and help them understand different available courses on Learning platform
10. To develop social media posts, communication materials, case stories for the project
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

**Key Skills:**

1. Bachelor’s degree in communication, psychology, information technology, B.CA, B. Sc, 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: 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 “Outreach Executive cum Counselor- Livelihoods”.

Last day to apply: 31st August 2022 Only applications of short-listed candidates will be acknowledged.