

American India Foundation (AIF)

Project Lead

Position: Project Lead
Program: Livelihoods
Location: Delhi NCR
Reporting to: Program Manager
Position Availability: Immediate
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 9.2 million lives across 29 states of India. Learn more at www.AIF.org

About AIF Livelihoods Programs

AIF works closely with the public and private sector to create inclusive and sustainable livelihoods for individuals, families, and communities across India with a long-term goal of equalizing the informal and formal sectors to provide equitable opportunities for all citizens.

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.

Key Roles & Responsibilities:

- Responsible for managing and co ordinating the day-to-day affairs related to implementation of the Engage 2 Empower (E2E) project aimed at benefitting youth who have lost a breadwinner in the family due to Covid or young women who have lost their job due to Covid and persons with disabilities or any other marginalized community member with opportunities of skilling and access to employment.
- Manage project timelines and budget utilization to fulfil project commitments.
- Co ordinate the outreach strategy to mobilize and enroll eligible candidates for the program.

- Co-ordinate the project team of Trainers, Employment Coordinator and Mobilizer, etc. to achieve project targets in a timely manner.
- Develop the training plan (batch schedule, curriculum delivery plan –week wise and daily rostering) with the team and ensure adherence to the plan to achieve the target.
- Ensure smooth training delivery on different modules – Domain training, Soft skills, Personality grooming, Spoken English, Basic computers, IT and digital literacy.
- Maintain trainee database on real-time basis in the AIF MIS portal and upload the relevant supporting documents in soft copies.
- Gather market intelligence on new trends and best practices with respect to training and employment of youth and feed into planning and implementation.
- Develop reports and manage project documentation for internal and external stakeholders including donors.
- Ensure success stories are documented and shared periodically for program communication through AIF social media handles.
- Travel to field as and when required.
- Any other cross functional initiatives as assigned by the line manager
- Any other task assigned by line manager that might emerge depending upon the need and opportunity decided by AIF

Desired Candidate Profile

- Good Project Management skills.
- At least 7 years of experience in managing employment linked skilling program.
- Experience in co ordinating skilling program and placement is essential.
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Have a flair for technology, exposed to and experience in delivering virtual training and adept at using virtual learning and communication tools.
- Well informed of labor market trends, employer needs and best practices in career services.
- Strong presentation skills
- Excellent communication skills – both written and verbal.
- Possesses a variety of skill sets including time management, multi-tasking, inter-personal and problem solving ability.
- Consistently approaches work with positive energy and a constructive attitude.
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- A team player who is supportive, flexible and ready to take on additional tasks and lead a team.
- Ability to cope with work pressure and work on tight deadlines.
- 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.

Qualification required

- Graduate / Post Graduate degree in Management/ Commerce/Science/Social Work.

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 **“Project Lead (Livelihoods)-Delhi”**.

Deadline for applications: **31st August, 2022**

Only applications of shortlisted candidates will be acknowledged.