

## **American India Foundations (AIF) for Project Coordinator**

**Position:** Project Coordinator (Sterlite supported LAMP project)

**Program:** Learning and Migration Program (LAMP)

**Reporting:** Project Manager – Learning And Migration Program (LAMP)

**Location:** Nandurbar, Maharashtra

### **Background:**

The American India Foundation (AIF) 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.

Working closely with local communities, AIF develops and tests innovative solutions in partnership with NGOs and Governments to create and scale sustainable impact. Founded in 2001, at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, AIF has impacted the lives of **12.9 million** of India's poor since then. With offices in New York, California and Delhi NCR, twelve chapters across the U.S., AIF is transforming lives across **35 States and Union Territories** of India while addressing issues in the field of education, health, livelihoods, and nurturing the next generation of leaders committed to impactful change. Learn more at [www.aif.org](http://www.aif.org)

### **Brief about LAMP Program:**

The *Learning and Migration Program (LAMP)* provides access to quality education opportunities to children in areas of seasonal migration, while also advocating to communities and governments the universal right to education. LAMP operates in highly underserved, remote districts, where school dropout often occurs due to distress seasonal migration undertaken by the family. This has a multiplicative effect on children, as they are forced to drop out of schools in order to accompany their parents to migration sites and are also engaged in manual labour in hazardous industries such as brick kilns and salt pans. LAMP works with all stakeholders, including community and Government, through a synthesis of basic interventions to improve access, quality and governance. This ensures that children remain in the school net and develop strong foundational skills. AIF engages with various levels of Government and its focus on systemic change has resulted in an effective track record of influencing education policy in India. Initiated in 2004, AIF's LAMP has impacted the lives of over 5,14,000 children. In 2018-19, LAMP worked across 7 states covering more than 1,200 schools, 1,200 villages and 46,000 children.

### **Roles and Responsibilities:**

- Responsible to formulate the plan to meet the objectives of the project while adhering to an approved budget and timeline.
- Facilitate and coordinate high quality and timely trainings of project staff and other stakeholders.
- Responsible to manage and develop the team of education facilitators, master trainer and ShikshaMitra in the district.
- Liaison with the block, district and state level officials on a monthly/Fortnightly basis.
- Responsible to prepare training plan for government schools' teachers in consultation with DIETs and SCERT.
- Responsible to participate in and supervise the successful execution of each stage of the project.
- Responsible to measure and analyze the progress of the project to ensure its development as planned which include the timely submission of the report and

other documents to the donor.

- Single point of contact for the project in the district.
- Responsible for the smooth functioning of the key project mechanisms like providing quality education to the students through Bridge education and open schooling and ensure the continuity of their education/mainstreaming of education.
- Preparing the project reports, presentations, program strategy and submit the same to the Project Director on a monthly basis.
- Responsible to recruit the field team and managing the budget and vendor management
- Responsible to handle other tasks as per the need of program and organization

**Key Skills and Competencies:**

- Full time master's degree/Education/ Development Communication/Rural Development/ Rural Management/ Social Science/ Development Studies or equivalent discipline.
- At least 5-7 years' relevant professional experience in Education/Project Documentation/Teacher training.
- Ability to collate and analyze data – qualitative and quantitative & information accurately and quickly prepare reports and communication materials.
- Excellent report writing and presentation skills.
- Fluency in written and spoken in English language.
- Operational experience of implementing programs in eastern states of India.
- Deep knowledge of Indian educational system.
- Demonstrated skills to mentor partner staff in delivering their job responsibilities meticulously.
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.
- Fluency in written and spoken Marathi/Hindi and English.
- A self-starter who can perform with minimal supervision
- Managerial, analytical, negotiating, communication, and advocacy skills.
- Good financial understanding to ensure effective program implementation
- Prior Experience of working with DIET and SCERT.

**Other:** Salary shall be 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 along with your current and expected salary to [lamprecruitments@aif.org](mailto:lamprecruitments@aif.org) with subject line "Project Coordinator"

Deadline for applications: 28<sup>th</sup> September 2022

Only applications of shortlisted candidates will be acknowledged.