

Coordinator –Rural

Role Objective:

To Monitor and manage all Events & Trainings in the Rural sector Schools across different locations in India

Responsibilities:

- Plan and schedule training and logistics for NGO partners
- Conduct workshops and meeting for implementing plan of action
- Assist to implement TC Free Maharashtra Campaign with YCP
- Conduct sensitization workshop for local stakeholders (Media, Police, University, NGO's)
- Make and submit reports on status of all
- Create and update database and documentation of the allocated districts
- Support any special assignments in times of requirement
- Build rapport with local stakeholders
- Create a plan of action for NGOs and Grantees
- Ensure that TC programs are incorporated in their existing projects
- Assess quality of NGO programs and incorporating suitable modifications to enhance quality
- Conduct capacity building workshops for NGO's
- Budget utilization against plans by NGO's
- Acquire, develop and mobilize people resources for sustainability of projects
- Set expectations and deliverables through SMART KPIs for all resources reporting to this position in alignment with individual competencies
- Allocate resources as per individual competencies
- Guide, direct and coach teams to achieve objectives
- Monitor progress and evaluate effectiveness of the projects

Requirement:

- Graduate in any field
- 3 - 5 years of experience in Rural sector
- Ability to work independently & collaboratively with internal & external stakeholders
- Excellent written & verbal skills

Competencies:

- Ethics & Values
- Accountability & Ownership
- Commitment
- Interpersonal Skills
- Creativity & Innovation
- Results Driven
- Learning Orientation
- Quality Orientation
- Planning & Prioritization