**Position: Program Coordinator**

**Location:    UCHO, New Delhi**

**Reports to: Program Lead, AOP**

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| **Section 2 | Purpose of the Role** |
| The role holder is accountable for the comprehensive coordination of all activities as planned under Udayan Care’s Aftercare Outreach Programme implemented by the A.R.T. department.  AOP, started in 2020, aims to facilitate and support care leavers in the eight domains of the ‘Sphere of Aftercare’ with focus on providing financial support as well as handholding and mentoring support for educational and vocational skills attainment and setting up a model on Aftercare to establish evidence of its positive impact in their lives. |
| **Section 3 | Key Responsibilities** |
| * Responsible for overall project coordination in the city * Work directly with aftercare youth on-boarded in the project, different stakeholders, such as government, funding agencies, mentors and corporations, other NGOs/CCIs, institutes and agencies or consultants, etc. to ensure deliverables on time * Assist the project lead in taking strategic decisions for each beneficiary * Manage monthly programme expenses * Coordination and completion of project deliverables on time within a defined budget * Ensure delivery of workshops, coordination with resource persons, and managing online and in person logistics * Make quality reports in timely manner * Ensure partnerships for skilling, placement, and networking directly of the nature that serves AOP to meet its objectives * Facilitate placements in jobs and internships/exposure for AOP youth * Coordinate with other departments at Udayan Care to ensure all aspects of each project are compatible within a teamwork spirit * Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.   **Any other job or related task as advised by the AOP Lead, ART Director/ Managing Trustee/ ED**     * ***Weekend hours shall be required.*** |
| **Section 4 | Experience, Qualifications and Skills** |
| **Experience**   * Around 2 years of work experience in a national/multi-state level NGO with working experience with youth and skill building would be preferred. * Experience working with the youth from underprivileged community |
| **Educational Qualifications**  Masters (pursuing can also be considered) in any recognized discipline with a preference for social work from an institute of repute. |
| **Skills Requirements:**   * Must have excellent documentation and verbal communication skills, both client-facing and internal skills * Good organizational skills including attention to detail and multitasking skills * Good working knowledge of Microsoft Office (MS Word, Excel, PowerPoint), Google Drive, and technology |

**Child/Youth Protection and Safeguarding Policy:** Any employee, consultant, contractor, supplier, vendor, or resource person, shall read, be aware, and sign to comply strictly with the Child Protection Policy, the Safeguarding Policy, and all accompanying policies of Udayan Care. Udayan Care accords the highest priority to its commitment to creating awareness, ensuring prevention, reporting, and response to all disclosures of abuse, violence, neglect, or exploitation or its threat for all children, young persons, and vulnerable adults that the organization is in contact with. Our CIRCA values, Code of Conduct and HR norms clearly regulate and ensure the implementation of the highest standards towards zero tolerance of any safeguarding concerns.

**How to Apply:** Please download and fill out the Application form and send it to [hrd@udayancare.org](mailto:hrd@udayancare.org) along with your updated CV.  Do mention the post you are applying for in the subject line.