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| **Title** | Centre Coordinator | **Title Code** |  |
| **Program** | IT | **Reporting** | Regional Coordinator |
| **Location** | Ballabgarh | **Mode** | Regular |

# **About us:**

Udayan, which translates to "Eternal Sunrise" in Sanskrit, is a beacon of hope and transformation. Established as a Public Charitable Trust in 1994, Udayan Care has dedicated three decades to uplifting underserved communities across 38 cities in 15 Indian states. To date, we have directly impacted over 1,11,000 lives—and countless more indirectly—through programs that empower vulnerable children, women, and youth.

At the heart of our mission is the belief that family is the cornerstone of society. We provide mentorship, education, and aftercare for children without parental care while striving to reunite them with their families whenever possible. Our initiatives also focus on empowering girls, women, and youth through education, skill development, and financial independence, fostering stronger, self-reliant families.

This journey of impact is made possible by the unwavering support of donors, volunteers, and partners who share our vision. Udayan Care has earned recognition for its transparency and credibility, including accreditations from Give India and Credibility Alliance, and is registered on Niti Aayog's Darpan platform. In 2014, the President of India honoured us with the*National Award for Child Welfare.*

To learn more about our transformative work, visit [www.udayancare.org](http://www.udayancare.org/). Together, let's continue to create a brighter, more inclusive future for all.

**About Program:**

**Udayan Care Skilling & Livelihood Programs**

Launched in 2004, **Udayan Care’s IT Program** transforms underserved youth into skilled professionals, enhancing their livelihood opportunities and enabling them to support their families. In collaboration with prestigious partners like NSDC, Tally Education, and Microsoft, the program offers training in cutting-edge fields such as IT-ITes, BFSI, Telecom, Retail, and digital literacy. Courses include Graphic Designing, Data Entry, Tally Prime Accounting, Retail Sales, Broadband Technician Training, Mobile Repairing, Customer Care, and Community Technology Skills.

With 25 centres across 6 states, the initiative has empowered over 30,000 students, fostering self-reliance and dignity. Its dedicated placement cell has successfully employed 7,585 youth in leading companies, proving that access to skills can unlock boundless potential and pave the way for a brighter, more inclusive future.

Our **Skill Development Centres** are dedicated to empowering underprivileged women by equipping them with valuable skills such as stitching, tailoring, beauty therapy, paper craft, enamel work, block printing, and graphic design. These skills unlock their creative potential and enable them to generate income and achieve financial independence.

The products created by these talented women, marketed under the brand name *Sukriti*—a Hindi word meaning "beautiful creations"—are meticulously handcrafted using natural fabrics, reflecting the artistry and dedication of the local community. Since their inception, these centres have transformed the lives of over 2,000 women, proving that skill development is a powerful tool for social and economic empowerment. Through Sukriti, we celebrate creativity, resilience, and the spirit of self-reliance.

**Role Overview:**

The role of the IT Center Coordinator is critical to the success of Udayan Care's initiatives. This is an opportunity for a highly motivated individual to play an important role in Udayan Care IT Centre with enormous potential impact.

The IT Centre Coordinator will report to the Head of the UCIT Program regularly, providing updates on the progress of the various activities. Any challenges or problems with completing the various activities will be highlighted immediately.

**Key Responsibilities**

* Take the lead to ensure smooth project functioning (IT Centre – Bhangel Noida) and manage the overall operation, including training, staff management, student mobilization, coordination with the placement team, center operations, etc.
* Training of underserved community youth in MS Office (MS Word, MS Excel, MS PowerPoint) with Advanced Excel
* Assessment of students at the center and conducting trainee assessment.
* Overall supervision of the center.
* Making presentations at nearby coaching centers, student mobilization campaign work, community surveys, etc.
* Publicize the program to target potential communities to attract a large pool of enrollments at the centers.
* Organize co-curricular activities at the centers for the holistic development of trainees.
* Organize large and small group workshops, social service activities, and annual day celebrations at IT.
* ***Financial & Administrative***
* Maintained records of students' MIS through online ERP software
* Prepare and submit weekly/monthly/quarterly reports as Head Office requires
* Correspond with students' parents as and when required
* Travel to other centers/HO (Delhi) to conduct workshops and events or as required for training or to attend review meetings
* ***Additional***
* Carry out any additional duties and projects assigned by the Department Head.

# **What we’re looking for?**

* Around 1 to 2 years of work experience in relevant field. Preferably in the NGO Sector
* Prior experience in leading NGO Skilling project
* Graduate or postgraduate in any stream with a one-year diploma in computer application
* B.com, BCA, M.com, MCA
* Zeal to work in the community
* Willing to travel

**Skills and Knowledge**

* Strong analytical skills and good judgment
* Good communication skills, networking, and relationship-building skills with a wide range of individuals in public, private, and non-profit sectors
* An ability to work successfully under pressure with the capacity to manage competing priorities and deliver to deadlines.
* Strong personal and social values

# **Why join us?**

1. **Impactful Mission:** Udayan Care is committed to transforming the lives of disadvantaged children, women, and youth in India through education, housing, and mentorship programs. By joining, you contribute directly to creating long-term, tangible societal change.
2. **Holistic Approach**: The organization stands out for its comprehensive and empathetic models for emotional, physical, and intellectual well-being, coupled with its focus on transparency and strategic best practices.
3. **Personal Growth:** Employees and volunteers often highlight how working with Udayan Care is professionally enriching and personally fulfilling. It offers opportunities to build lasting relationships with beneficiaries and grow spiritually through meaningful contributions.
4. **Wide Reach:** Operating across 15 states in India, Udayan Care provides exposure to diverse communities and allows employees to make a difference at scale, addressing critical challenges faced by vulnerable groups.
5. **Recognition and Collaboration:** Udayan Care has been featured on international platforms like MrBeast's philanthropic channel, showcasing the organization's credibility and global impact

If you're passionate about creating social change and working in a dynamic, values-driven environment, Udayan Care offers a unique opportunity to blend purpose with career growth.

Please complete the Google Form using the link- <https://forms.gle/Ph9P2UHMCYBZerHh6>

**Clause:**

**Child 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 gives the highest priority to its commitment to creating awareness and 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 safeguarding concerns.