

Project Coordinator

Description

We are a dedicated organization committed to driving positive social change through our diverse projects. Our current focus includes the Wise Project, aimed at empowering communities through education and sustainable development, and the Gender Based Violence (GBV) Project, dedicated to supporting and protecting vulnerable individuals. We are seeking a passionate and skilled Project Coordinator to join our team and make a significant impact in rural Karnataka.

Responsibilities

Role Overview:

The Project Coordinator will be responsible for managing and coordinating field activities for the Wise and GBV projects. This includes logistical planning, liaising with government officials, community leaders, and local stakeholders, and ensuring the smooth implementation of project activities. The ideal candidate will have a background in Social Work or an MBA, with experience in field coordination, excellent communication skills, and a commitment to working in rural areas.

Key Responsibilities:

Logistics Coordination:

The Project Coordinator must assist the present project's Project Investigator, Director or

Co-investigator

Plan and oversee logistical arrangements for project activities, including workshops, training sessions, and community meetings.

Ensure timely procurement and distribution of project materials and resources.

Manage transportation and accommodation arrangements for project staff and participants.

Stakeholder Engagement:

Build and maintain relationships with government officials, community leaders, local NGOs, and other stakeholders.

Facilitate regular communication and meetings with stakeholders to ensure their active participation and support.

Represent the organization at local and regional forums and events.

Project Implementation:

The Project coordinator should develop modules or workbook for training and facilitate training sessions

The project coordinator out to perform feedback, develop training modules or workbooks and

lead training sessions

Coordinate and supervise field activities to ensure they are carried out as per the project plan and objectives.

Monitor and report on the progress of project activities, identifying and addressing

Hiring organization

Ammachi Labs

Employment Type

Full-time

Date posted

May 29, 2024

any
challenges or issues.

Ensure compliance with organizational policies and procedures, as well as donor requirements.

Community Outreach:

Conduct awareness campaigns and outreach activities to promote project goals and objectives within the community.

Provide support and guidance to community members and beneficiaries, ensuring their needs are met and voices are heard.

Reporting and Documentation:

Maintain accurate records and documentation of all field activities, including attendance, expenditure, and feedback.

Prepare and submit regular reports on project progress, achievements, and challenges to the Project Manager.

Qualifications

Master's degree in Social Work, Business Administration (MBA), or a related field.

Proven experience in field coordination, preferably in rural settings.

Proficiency in Kannada and English (both spoken and written).

Strong organizational and logistical skills.

Excellent interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders.

Willingness to travel extensively and work in rural areas of Karnataka.

Ability to work independently and as part of a team.

Preferred Skills:

Experience in managing projects related to education, community development, or gender-based violence.

Knowledge of local socio-cultural dynamics and issues affecting rural communities in Karnataka.

Proficiency in using MS Office and project management software.