

Job Title: Project Coordinator for Women Entrepreneurship Programmes

Location: Noida, Sector-8, India

Position Type: Full-Time

About the Organization:

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Job Summary: The Project Coordinator for Women Entrepreneurship Programmes will play a critical role in the successful execution of various women entrepreneurship initiatives by the Foundation. The coordinator will be responsible for managing and coordinating program activities, ensuring the achievement of program targets, and supporting the development of women entrepreneurs.

Key Responsibilities:

Program Coordination:

- Coordinate all aspects of women entrepreneurship programs, from candidate mobilization and selection to program execution.
- Collaborate with participants, mentors, and trainers to ensure a smooth flow of program activities.
- Organize training sessions, mentorship programs, and other related activities.
- Develop and manage content for various program components.
- Manage the Foundation's social media presence related to the programs.

Event Organization:

- Plan and organize events such as orientation sessions, investor pitches, market access opportunities, graduation ceremonies, and exposure visits.
- Coordinate and handle logistics for bootcamps in consultation with senior management.
- Explore and manage partnerships to enhance program outcomes, including government partnerships with organizations like NSIC and DST.

Documentation and Reporting:

Record Keeping:

- Maintain meticulous records of all program activities, including beneficiary records, applications, and correspondence.
- Create and maintain records of beneficiary progress during and after the program.
- Document all training sessions, mentor meetings, and program events with reports and photographs.

Data Management:

- Upload all relevant program documents and data to common platforms as directed by the reporting manager.

Reporting:

- Submit daily or weekly task reports to the reporting manager as required.

Other Duties:

- Perform any other tasks as assigned by the reporting manager.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Business Administration, Project Management, Social Sciences).
- Previous experience in project coordination or related roles, especially in women entrepreneurship programs, is a plus.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in documentation and data management.
- Ability to work collaboratively with diverse stakeholders.
- Self-motivated and detail-oriented.

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.