

**Job Title: Cluster Coordinator for Holistic Rural Development (Haryana - Palwal District)**

**Location: Palwal, Haryana, India**

**Position Type: Full-Time**

**About the Organization:**

AROH Foundation is a non-profit organization committed to promoting holistic rural development in the Palwal District of Haryana. We believe in empowering local communities, preserving the environment, and improving the quality of life in rural areas through sustainable development initiatives. (Preference will be given for Badoli Block).

**Job Description:**

We are seeking a dedicated and experienced Cluster Coordinator to oversee our holistic rural development projects in the Palwal District of Haryana. The ideal candidate will be a resident of Haryana and must have a deep understanding of the local context, culture, and challenges faced by the communities in Palwal.

**Key Responsibilities:**

**Project Planning and Implementation:** Develop comprehensive project plans in alignment with organizational goals and objectives. Implement projects effectively, ensuring timely completion within budget constraints.

**Community Engagement:** Foster strong relationships with local communities, stakeholders, and government agencies to ensure collaboration and participation in project activities.

**Capacity Building:** Identify training needs within the community and facilitate capacity-building workshops and training sessions to enhance local skills and knowledge.

**Monitoring and Evaluation:** Establish monitoring and evaluation mechanisms to track project progress, measure impact, and identify areas for improvement.

**Resource Mobilization:** Assist in fundraising efforts by preparing project proposals, engaging with potential donors, and securing funding for sustainable project implementation.

**Documentation and Reporting:** Maintain accurate records of project activities, expenditures, and outcomes. Prepare regular progress reports for internal and external stakeholders.

**Advocacy and Networking:** Represent the organization in relevant forums, conferences, and meetings. Advocate for the rights and interests of rural communities and build strategic partnerships with other NGOs, government agencies, and donors.

**Adherence to Policies and Regulations:** Ensure compliance with organizational policies, donor requirements, and legal regulations related to project implementation and financial management.

**Qualifications and Experience:**

- Bachelor's degree in a relevant field such as rural development, social sciences, or community development. A master's degree is preferred.
- Minimum of 3-5 years of experience in project management or community development, preferably in rural areas.
- Strong understanding of rural development issues, particularly in the context of Haryana, with a focus on Palwal District.
- Excellent communication, interpersonal, and negotiation skills.
- Proven ability to work effectively with diverse stakeholders, including community members, government officials, and donor agencies.
- Proficiency in written and spoken English and Hindi. Knowledge of local languages will be an advantage.
- Ability to travel extensively within the Palwal District and occasionally to other parts of Haryana as required.

**How to Apply:**

Interested candidates who meet the qualifications and should be a resident of Haryana are invited to submit their resume along with a photo detailing their relevant experience and why they are passionate about rural development in the Palwal District of Haryana. Please go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

The deadline for applications is June 25, 2025.

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