

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.

Position: Project Coordinator

Location: Noida

Compensation: up to 30K

Joining: Should be able to join within a week's time upon selection

Duties & Responsibilities

Coordination with project field team from HO

Guiding field manager in implementation of project.

Vendor Management

Data management of assigned project.

Preparing reports, case studies, success studies, budgets, any other documents as per project need

Data Updation on Funder's ERP Portal

Minimum Qualification, knowledge and experience:

BSW/MSW/MBA(Rural Development) with 3-5 years' experience in a similar position in a reputed organization.

Excellent skills in report writing, content writing

Sound knowledge of rural livelihoods and practices, Skill Development for income, Health & hygiene, Community development, infrastructure development, Formation of SHGs, etc.

Good knowledge of computer applications and MIS management

Essentials: Smart Phone and Laptop

Interested candidates can submit their CV mentioning the location and notice period at hr@aroh.in