Job Description

Job Details

Role Title	Block Coordinators (4)	**Location**	Dungarpur, Pratapgarh, Ajmer, Udaipur - RJ
Reporting To	District Coordinator	**Core / Field**	Field

ORGANIZATION BACKGROUND

Centre for Catalyzing Change (C3), is a not for profit organization that improves the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, young girls and boys the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls and women, ensuring access to lifesaving reproductive health information and services, and strengthening women's leadership at the grassroots.

POSITION SUMMARY

The Block Coordinators (BCs) will be anchoring C3's work on gender based violence prevention and response at the block level in select districts where C3 provides technical support to programs leveraging grassroots women leaders and the women's collective networks.

KEY ROLES & RESPONSIBILITIES

- Work closely with the C3 District Coordinator in providing day to day support for implementation of the project, working closely with block level government officials, women leaders and other community members on gender issues
- Support the functioning of the Gender Resource Centre in their block
- Support the District Coordinator in strengthening block-level convergence of support services for women, establish rapport and communication with key stakeholders at block level, organise trainings programs and events with multiple stakeholders
- Plan and facilitate project activities and meetings
- Participate in District Level review meetings
- Support the preparation of monthly reports capturing processes, procedures, impacts and case studies
- Perform any other tasks as required under the project

Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.

Required Qualifications & Skills

- Bachelor's degree in Rural Development, Gender Studies, Management or Social Sciences or related topics
- At least 2 years' experience of working in development sector, with focus on gender issues
- Familiarity with local language and cultural context of rural Rajasthan
- Understanding and experience of working on gender issues, and various entitlements and schemes for women
- Ability to manage multiple tasks and priorities with attention to details
- Fluency in Hindi and English (both written verbal)
- Team player
- Ability to use computers and manage data independently
- Must be able to undertake extensive travelling to the field according to need

OTHER DETAILS

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Only Short-listed candidates will be intimated.
- Link to apply:***https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-106***

C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.