



ANNEXURE HR01

Job Description

Role Title: Project Coordinator - Schools	Location: Hyderabad
Reporting To: Yashvi Sharma	Core / Field: Field

ORGANIZATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls 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, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities and in governance.

POSITION SUMMARY:

The Project Coordinator will be responsible for coordinating and overseeing project work within schools, ensuring smooth implementation, effective communication, and achievement of program objectives.

KEY ROLES & RESPONSIBILITIES:

1. **Project Implementation:**
 - Coordinate the execution of school-based activities, ensuring alignment with the project's goals and timelines.
 - Plan, schedule, and monitor activities in schools, including workshops, training sessions, and awareness programs.
 - Manage logistics related to project activities
2. **Stakeholder Engagement:**
 - Build and maintain strong relationships with school principals, teachers, parents, students, and government stakeholders.
 - Serve as the primary point of contact between schools and the organization.
 - Support periodic volunteering events
3. **Monitoring & Reporting:**
 - Track and document project progress using monitoring tools and reporting formats.
 - Prepare and submit timely reports on project performance, highlighting key achievements, challenges, and recommendations.
 - Ensure accurate data collection from schools and maintain project documentation, including attendance, feedback, and results.
4. **Problem Solving & Conflict Resolution:**
 - Identify issues or challenges within the project and proactively develop solutions in coordination with the program team.
 - Address any conflicts or concerns raised by schools or other stakeholders in a timely and professional manner.

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 preferably in Social Work, Project Management, or a related field.
- Minimum of 3-5 years of experience in project coordination, preferably within the education sector or non-profit organizations.
- Experience working with schools, teachers, and education-related initiatives is highly desirable.
- Strong organizational and project management skills with the ability to multitask.
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to work collaboratively with diverse stakeholders, including teachers, parents, and government authorities.
- Proficiency in MS Office (Word, Excel, PowerPoint) and basic familiarity with project management tools.
- Demonstrated ability to meet deadlines and work under pressure.
- Willingness to travel between schools and project sites as required
- Flexibility to work outside regular hours during events or peak project phases

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **20 October 2024**
- Please send your latest CV, with a covering letter at jobs@c3india.org
- **Please mention the position you are applying for in the subject line of your email.** The application must contain information about your current salary & benefits drawn (CTC).
- Only Short-listed candidates will be intimated.

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.