



## Job Description

<b>Role Title</b>	District Coordinator	<b>Location</b>	Kokrajhar, Karbi Anglong, Majuli, Tinsukia, Morigaon - AS
<b>Reporting To</b>	Senior Program Officer	<b>Core / Field</b>	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 and women, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

C3 is looking to hire District Coordinators to implement and manage their technical support to programs leveraging the women's collectives network to prevent and respond to Gender-Based Violence (GBV) using community platforms like the Gender Resource Centres, facilitating convergence with formal support service providers, and developing survivor centric livelihood opportunities with a survivor centric approach across selected districts in Assam.

The position requires individuals who are passionate on gender issues and dynamic, adaptive, with good analytical and writing skills. They must have experience of working at a level where communication and good interpersonal skills are key strengths. The ability to multi-task, guide a small team and work well both with direction and using personal initiative are also required. The position needs extensive field visits at a minimum of 15 days.

### KEY ROLES & RESPONSIBILITIES:

- Lead district level implementation of the project, working closely with district level government officials, women leaders and other community members on gender issues
- Support the functioning of the Gender Resource Centres in their districts
- Support in strengthening convergence of support services for women; Establish rapport and communication with key stakeholders at block and district level; Organise trainings programs and events with multiple stakeholders
- Support and monitor the work of Block Coordinators; Plan and facilitate project activities and meetings; Participate in State Level review meetings
- Prepare 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:**

- Master's degree in Gender Studies, Rural Development, Management or Social Sciences
- At least 3-5 years' experience of working in social sector, with a focus on working with women's collectives and on gender issues, and on various government schemes for women
- Familiarity with local language and culture of rural Assam
- Ability to manage multiple tasks and priorities with attention to details
- Fluency in Assamese and English (both written and verbal)
- Good team player
- Sound 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.
- Last date for submission of application: **January 31, 2026**
- Please send your latest CV, with a covering letter at link provided  
[Link: https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-061](https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-061)
- 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.*