

Pratham InfoTech Foundation: Community Connector

Position Summary

The CC's aim is to ensure smooth operation of the project at his/her CIT centers/centers.

He/she is mainly responsible for monitoring the work in the centers and conducting centre based training and community based workshops,

Principal Duties & Responsibilities

- Mobilization
 - Community mapping
 - Keep a check on timeline and maintain targets
 - Conducting Employability Course training sessions at the centre
 - Conducting workshops in communities
 - Conducting community survey and maintaining survey records
 - Attend weekly meetings
 - Help with other administrative and operational tasks as needed
 - Promote the program and related projects
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Qualifications & Skills Required

- Bachelor's degree in any discipline
 - Minimum 1 year work experience as a trainer/instructor
 - Fluent in local language
 - Computer literate with experience in surfing the internet, emailing, data entry, and Microsoft Office
 - Excellent Communication & Presentation Skills
 - Team player
 - High energy level & the ability to support and motivate others
 - Empathetic to others' views and needs
 - Ability to think critically and analytically
 - Willingness to travel to surrounding areas
 - Commitment and passion to work for the upliftment of underserved community
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Location

Mumbai and Navi Mumbai, with travel to surrounding areas.