



Pratham Infotech Foundation: Digital Community Connector

Position Summary

The DCC's aim is to ensure smooth operation of the project at his/her CIT centre. He/she is mainly responsible for conducting centre based training and community based workshops, as well as providing information and services.

Principal Duties & Responsibilities

- Mobilization
- Keep a check on timeline and maintain targets
- Conducting Employability Course training sessions at the centre
- Conducting workshops in communities
- Providing Information and Utility services
- Conducting community survey and maintaining survey records
- Attend weekly meetings
- Maintaining records of Utility services
- Help with other administrative and operational tasks as needed
- Promote the program and related projects

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
- Should be between 20 – 35 yrs of age
- 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

Location

Gujarat/ Haryana/ Karnataka/ Maharashtra/ New Delhi/ Punjab/ Rajasthan/ Uttar Pradesh/ West Bengal, with travel to surrounding areas.