



Vacancy: Program Coordinator at LEARN

Apply on or before: 25 January 2025

About LEARN

LEARN is an NGO in Maharashtra that aims to holistically empower women in the urban informal sector to work and live in conditions of dignity and freedom, by building their collective strength through education, awareness on health issues, research, grassroots community development and self-help groups of women.

LEARN is looking for a Program Coordinator in Nashik City

Position Description

Job Title: Program Coordinator, LEARN

Commencement Date: As soon as possible

Contract Term: 12 months

Contract Type: Full time (6/Days)

Location: Nashik, CIDCO, Uttamnagar.

Overall responsibilities

1. Implementing and coordinating of LEARN's projects in Maharashtra in Three cities
2. Providing support and assistance to LEARN Community Resources Persons to strengthen a sustainable women's collectives
3. Strengthening LEARN Mahila Aadhar Kendra (LMAK) by ensuring the accessibility and smooth functioning of the LMAK together with the LEARN team in respective cities
4. Regular, monthly financial and programmatic documentation and reporting on the project activities
5. Administrative and communication tasks of the organization
6. Assisting on-field activities of LEARN grassroots leaders, including (but not limited to) field meetings, casework, government linkages, membership database, financial, administrative and logistical tasks, staff reporting meetings, etc.
7. Assisting in development of training modules for grassroots women's collectives in the urban informal economy, in collaboration with the LEARN team
8. Coordinating the administrative and financial monitoring and reporting for projects undertaken by the organisation
9. Any communication tasks of the organisation, including outreach
10. Any other task that the PMT needs your support
11. Marathi and Hindi language are important. English language will be an advantage

Salary: Rs. 12,000/month.

Interested candidates should send their CV by email only to learn-india@outlook.com

In the subject line of email, please mention: 'Application for the position of Program Coordinator'.

Organization has right closed the vacancy before the deadline if good candidate match