**Position- Project Coordinator- Rural Development Project**

**Location: Rewari/Haryana**

**Qualification: BSW/MSW at least 1 to 3 years of experience in development sector**

Preference will be given to the locals. Should be able to work with the rural communities

Job responsibilities

1. Implementation and monitoring of community development project activities Adult Literacy/ Self Help Group/ Health Camps/ working with Aaganwadi workers and ASHAs/Legal Literacy/ Workshops and Capacity Building etc. the designated villages of Rewari block.
2. Conceptualize and developing Skill development and livelihood generation strategies with plans for fund mobilization and road maps for implementation.
3. Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for all Thematic Areas.
4. Actively participating in initial phase of the project and to implement and support the team and the community.
5. Oversee and supervise the progress and activities of project, ensure performance of community volunteers and to achieve the outcome.
6. Determining the success of the parameters set and to achieve it.
7. Carrying out activities as per the project guidelines and timeline
8. Networking and Liasoning with the resource agencies/ government departments for camps/ training and workshops.
9. Preparation of reports and managing project related documents.
10. Manage regular expenditure of the projects and coordinate with Finance.
11. Carrying out other tasks as per the directions of Director and Project Lead

**Computer and IT skills**

Strong computer skills with familiarity in using MS Office.

**Must have Competencies**

* Should have willingness and flexibility to work in villages and interact with the communities in the villages of Haryana without any bias and judgment.
* Able to communicate clearly and have fair writing skills.
* Analytical skills and deep understanding of the community issues primarily in rural area
* Document stories of change from the field and showcase then in the relevant forum to demonstrate change as a result of our work.

**Salary & Benefits:**

**Remuneration:  Depend upon Experience.**

**Sending your application:**

We request you to apply at the earliest as we will begin the selection process as soon as we start receiving applications. Mail your CV at **richa.vashishta@khushii.org**

Local residents of Rewari are encouraged to apply!

**Since we are planning to close this position as early as possible, we will start shortlisting candidates as soon we receive the applications.**

**We look forward to your application!**