

<b>Title</b>	-	Program Coordinator
<b>Location</b>	-	Vadodara and Surat
<b>Apply by</b>	-	30 <sup>th</sup> Dec. 2017
<b>About ARCH Development Foundation</b>		
<p>ARCH Foundation is a Section 8 organization that provides customized solutions to companies and foundations to deliver impactful CSR initiatives, leveraging the strengths of diverse stakeholders in the social sector.</p> <p>ARCH is working with leading companies to shape and implement their CSR initiatives and assess the on-ground impact of such initiatives.</p> <p>ARCH works across multiple causes including healthcare, sanitation, education, women's empowerment, skills and livelihoods and financial literacy.</p>		
<b>Job role entails</b>		
<ul style="list-style-type: none"> <li>• Overall operational support to programmatic activities.</li> <li>• Direct, supervise, and coordinate the efforts of the operational and support staff attached to the program</li> <li>• Documentation and reporting</li> <li>• Monitor overall progress of the program, record keeping, collection of statistics and tracking forms</li> <li>• Coordination and collaboration with key stakeholders and partners – Funding partner, NGOs, civil society organisations, community groups, and government counterparts;</li> <li>• Other duties as directed by management</li> </ul>		
<b>Required Experience</b>		
<ul style="list-style-type: none"> <li>• Experience in managing Educational projects</li> <li>• Experience in donor reporting</li> <li>• Experience of teacher-training and training of trainers</li> <li>• Experience of working through systems of community participation</li> <li>• Clear communication, presentation style as well as good interpersonal skills are essential.</li> <li>• Excellent written English skills</li> <li>• Excellent computer skills and competency in Word, Excel and PowerPoint;</li> <li>• Willingness to travel extensively</li> </ul>		
<b>Required Qualification</b>		
<ul style="list-style-type: none"> <li>• Masters degree or equivalent in Social Work/Extension Education/Rural Development/Social sciences</li> <li>• Have at least 2 years' experience in Program/project management in Education and skill building</li> </ul>		
<b>Remuneration</b> - Negotiable		
<b>To Apply –</b>		
Please mail your CV and covering letter as a single document on <a href="mailto:arch@archfoundation.in">arch@archfoundation.in</a>		