

Title	-	Program Coordinator
Location	-	Vadodara
Apply by	-	10 th march 2018
No. of vacancy	-	2
Job role entails		
<ul style="list-style-type: none"> • Direct, supervise, and coordinate the efforts of the operational and support staff attached to the program • Documentation and reporting • Monitor overall progress of the program, record keeping, collection of statistics and tracking forms • Coordination and collaboration with key stakeholders and partners 		
Required Experience		
<ul style="list-style-type: none"> • Clear communication, presentation style as well as good interpersonal skills are essential. • Excellent written English skills • Excellent computer skills and competency in Word, Excel and PowerPoint; • Willingness to travel extensively 		
Required Qualification		
<ul style="list-style-type: none"> • Masters degree or equivalent in Social Work/Extension Education/Rural Development/Social sciences • Have at least 2 years' experience in Program/project management 		
Remuneration - Negotiable		
To Apply –		
Please mail your CV and covering letter as a single document on arch@archfoundation.in		