



POSITION ANNOUNCEMENT

Project Coordinator

Dhriiti-The Courage Within (vacancies@dhriiti.org) is seeking a Project Coordinator based in Karbi Anglong, Assam to lead and manage its initiatives with youth in the Karbi Anglong region.

All candidates must be able to work with multi-locational teams and be willing to travel as per the needs of the organization.

The Organization

Dhriiti-The Courage Within is a non-profit organization, working for two decades now, to provide sustainable entrepreneurship solutions that enable individuals and communities to improve their quality of life. It works to facilitate an ecosystem that recognizes the need to nurture entrepreneurial practices and subsequently adopt, adapt or create systems to ensure they thrive. Dhriiti inspires individuals and communities to design financially, socially and ecologically sustainable livelihoods for themselves. Our vision is to build a resilient world capable of coping, adapting and bouncing back from financial, social and ecological vulnerabilities using the tools of enterprise and entrepreneurship.

About the Project:

The Project “Youth Engagement towards financial prosperity and self-actualization” is being envisaged as an initiative to enable young people identify issues in their community that impact them, develop solutions and take charge to change the status quo. Using tools of entrepreneurship, the project focuses on anchoring young people in a positive, action oriented approach that not only helps them build livelihood options for themselves but also create employment, address social inequities, deal with climate and other modern day vulnerabilities impacting their region and community. The Project aims to prepare youth as entrepreneurial leaders who build a resilient community and lead the social and economic progress in their region.

With the aim to stimulate entrepreneurial mindset among young people and inspire them to think creatively about career options, the project measures include intense engagement with youth in the form of workshops, trainings, and dialogues; a section of the sessions and activities will focus on social & ecological themes, this is aimed at helping the youth to build life perspectives and develop their leadership qualities. The project will also engage with local stakeholders including the family to ensure that youth get support from their communities in pursuing their interests and vocation and participating in community platforms to address societal issues.

Job Responsibilities:

1) Program Coordination:

- (a) Coordinating the activities on ground with support from the field implementation team and ensuring streamlined communication with the larger project team.
- (b) Documenting the processes on ground to monitor project progress as per plans.
- (c) Planning the activities on ground along with the Project Manager and implementing them with the field facilitators.
- (d) Preparing budget for the on-ground activities along with Project Manager in coordination with the field facilitators.
- (e) Maintaining proper records on the expenditure and other financial data to share with the team and the authorities.
- (f) Preparing reports on the program activities, workshop, training, on ground events, meetings with stakeholders etc. and sharing it with the internal team.
- (g) Ensuring smooth communication and conflict management between stakeholders on ground.
- (h) Maintaining rapport with stakeholders.
- (i) Planning and execution of youth centric events with the support of Project Manager.
- (j) Field visits to the target district.

2) Operational Responsibilities:

- (a) Updating the MIS and management of the resources available.
- (b) Regular visit to the focused areas to have regular communication with the field facilitator and the youth.
- (c) Organizing field events, meetings with the stakeholders, networking with other organizations.
- (d) Guiding and handholding the field facilitators in the exploration of the new villages and its stakeholders.

Qualifications required:

1. Graduate/Postgraduate in social sciences/social work or related fields.
2. At least 2-3 years of experience of implementing a youth-centric rural project in the North East Region.
3. Demonstrated ability to manage stakeholder relationships, supervise teams and deliver results with limited resources.
4. Fluency in English, Hindi & Assamese. Speaking skills in Karbi will be preferred.
5. Ease in using technology tools for documentation, reporting and communication.



Additional requirements:

1. Ability and willingness to travel to interior villages in Karbi Anglong as well to Jorhat, Guwahati and New Delhi.
2. Ability and willingness to operate in flexible work timings as per the requirements of the project.
3. Demonstrated ability to self-direct and operate without instructions would be preferred.
4. Must have their own working laptop.

Remuneration: As per qualification and experience (Range 2.75 – 2.90 Lacs per annum)

Interested candidates can send their CV and a short cover letter to (vacancies@dhriiti.org). The last date for application is 20th May 2025.