



POSITION	Program Coordinator(Only for Female Applicants)
ORGANIZATION	Milaan Foundation
LOCATION	Lucknow, Uttar Pradesh - 2 position Varanasi, Uttar Pradesh - 2 position Hubbali, Karnataka - 2 position Bhopal- 2 positions
REPORTS TO	Program Manager

ABOUT MILAAN FOUNDATION
<p>Started in 2007, Milaan is a non-profit organization, which envisions an inclusive and equal world, where every girl has the knowledge, skills, and social environment to pursue her dreams and explore her full potential.</p> <p>We believe in the power of movement building, to challenge the social norms that reinforce gender inequality and re-write the narratives that shape the day-to-day lives of women and girls, normalizing social, economic, and political exclusion.</p> <p>Our primary work is focused on and with young women between 12-18 years of age from socially and economically marginalized communities. Milaan aims to empower adolescent girls by addressing 4 dimensions that we have identified as critical for their well-being: 1) Completion of Secondary Education, 2) Adolescent Health, 3) Enhanced Agency, and 4) Prevention of Gender-based Discrimination and Violence.</p> <p>We are deeply driven by our values of empathy, respect, diversity, integrity, innovation, inclusion and excellence in execution.</p>

Position Overview
<p>We are looking for an empathetic, passionate and results-oriented professional who cares deeply about girls’ issues and is committed to advance gender equity and equality.</p> <p>The Program Coordinator will work closely with the Program Manager/Senior Manager - Programs and is responsible for direct execution of program activities and coordination of all aspects of the program.</p>

ROLE & RESPONSIBILITIES
<p>1. Coordinate day to day activities of the program and support Program Manager in day to day operations.</p>

2. Supervise and provide guidance, support and direction to support staff (Sahayogis) to ensure quality and timely delivery of the planned program activities.
3. Collect and review monthly reports from the field and support in the development of quality program reports including donor reports.
4. Undertake regular field visits to assess on ground progress.
5. Provide administrative and logistic support required for conducting the training, workshops or meetings.
6. Track, verify and maintain program records and data.
7. Support to co-facilitate training sessions and workshops.
8. Other duties as assigned.

QUALIFICATIONS & COMPETENCIES

University degree preferably in Social Work or Social Sciences, Human Rights or other related fields.

1-2 years of experience in the social sector, preferably working on coordinating and implementing programs focused on adolescent girls.

Able to work independently with limited supervision.

Good verbal and written skills in English and Hindi (for positions for UP and MP) and Kannada (for position in KA).

Determined and willing to travel.

**We are also open to receive applications from freshers.*

APPLICATION PROCESS

Please send us the following to careers@milaanfoundation.org with the subject "Application for Coordinator" by 28th May 2022.

1. Your Curriculum Vitae
2. Statement of Purpose (500 words)

Unfortunately, applications without the Statement of Purpose will be rejected.

CTC for this position will range from 3 Lacs to 4.2 Lacs depending upon skillsets and experience.