



Title: Program Coordinator – Sunbird Emerging Leaders’ Fellowship (SELF)

Experience: Minimum 2 years of relevant work experience

Location: Northeast India (Manipur/ Assam/ Meghalaya)

Reporting to: Chief Operating Officer

Compensation: INR 5,40,000 (CTC)

About Sunbird Trust

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 2,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 45 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGive Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual “Stories of Change” competition
- In September 2024, renewed the GREAT PLACE TO WORK accreditation



About the Program

Program Name: Sunbird Emerging Leaders Fellowship (SELF)

Program Duration: 15 months

The Sunbird Emerging Leaders Fellowship (SELF) Program is a 15-month initiative for Sunbird-sponsored alumni who have completed their graduation. Fellows are placed at Sunbird locations, and work alongside Sunbird team members, while participating in targeted training and activities designed to help build a professional mindset.

Program goal: To enhance the employability of graduate students of conflict-affected or under-served regions of Northeast India by bridging the gap between theoretical knowledge and the practical skills required in the professional world.

Job Description

Sunbird Trust is looking for a Program Coordinator - Sunbird Emerging Leaders' Fellowship (SELF) Program with excellent leadership and facilitation skills. The Program Coordinator - Sunbird Emerging Leaders' Fellowship (SELF) will be responsible for the end-to-end implementation of the fellowship from designing the fellowship structure and calendar to monitoring and evaluation and mentoring of the SELF fellows. The Coordinator should be well organized, proactive, and have the ability to inspire those around.

Roles & Responsibilities

Program Design

- Design recruitment and selection processes for the SELF Program and establish an efficient system for placement of fellows in various Sunbird locations
- Define and revise the current internship program into a more formal and structured fellowship program
- Work closely with various location teams to ensure contextualisation of the



program according to the needs and challenges of the geography

- Conceptualize new activities/ structures to achieve the program goal
- Develop training modules for 21st-century skills development, digital training and technical training.
- Work closely with the M&E team on identifying the key objectives, inputs, outputs, and outcomes of the program

Program Implementation

This is of paramount importance to sustain long term funding from large corporate, grant making foundations and even UHNIs. The responsibilities would include but not be limited to the following to ensure the organizational response to donor requirements are both accurate and timely.

- Recruit fellows for the SELF Program and ensure the best suitable placement of fellows in Sunbird locations
- Coordinate with local stakeholders as well as Sunbird team members and oversee all aspects of the fellowship program
- Conduct training sessions for 21st-century skills development, digital training, and technical training
- Facilitate mentorship and experiential learning opportunities for fellows

Monitoring of the SELF Program

- Establish structures, timelines, etc with the fellows to track progress and gauge program effectiveness
- Conduct weekly individual check-ins and monthly group check-ins (or as required) to reflect on progress and provide relevant support
- Ensure fellows update goal trackers regularly
- Monitor fellows' performance at placement locations and update it regularly in a growth tracker



Location-Based Support

- Collaborate with location teams to design fellowship plans and training sessions
- Ensure fellows' integration into local communities and projects

Closing Project

- Conduct exit interviews with interns to evaluate their learnings and achievements
- Assist fellows in preparing presentations or reports summarizing their experience
- Coordinate handover processes to transfer knowledge to incoming fellows

General Responsibilities

- Ensure appointment letters are shared with all fellows and due processes such as the collection of required documentation are completed within a stipulated time frame
- Ensure timely disbursement of stipend on a monthly basis to all the fellows
- Research and connect fellows with networks and opportunities aligned with their long-term career goals and aspirations
- Respond promptly to all requests for information from the program, accounts, M&E, fundraising, social media, and sponsorship teams
- Regularly report highlights and progress of the SELF Program and create reports/ documentation for various stakeholders on a quarterly/ annual basis as maybe required
- Participate in the creation of the annual program budget for the organization
- Draft experience letters in coordination with the location teams at the end of the fellowship program for all the fellows who successfully complete the program
- Develop and maintain a system for fellows to maintain their connection with Sunbird Trust post-completion of the fellowship program



Qualifications

- Bachelor's degree in any field
- Minimum 2 years of relevant work experience (preferably with experience of designing/ implementing a fellowship program or been a part of a fellowship program)

Skill Requirements

- Excellent written, verbal, and telephonic communication skills.
- MS Office and English proficiency
- Sound knowledge of the social sector
- Outstanding time management skills
- Team Player
- Flexibility and adaptability
- Ability to work with tight deadlines
- Proactive and self-motivated

Application Process

1. Preliminary screening of profile
2. Pre-work
3. Personal Interview(s)
4. Reference checks

HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>