

**Title:** Junior Associate - Community Development (Sustainable Livelihood)

**Experience:** Bachelor's degree in Agriculture, Social Work, Rural Development, Developmental studies or related field

**Location:** Village-based in Northeast India

**Reporting To:** Coordinator - Community Development

**Compensation:** INR 2,40,000 CTC +TA/DA

### About Sunbird Trust

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- GREAT PLACE TO WORK accreditation since 2023

### Roles & Responsibilities

Sunbird Trust is looking for a motivated and committed Junior Associate – Community Development (Livelihood) to support the planning, coordination, and implementation of community-based livelihood initiatives in remote and conflict-affected areas of Northeast India. The Junior Associate will work closely with local communities, farmers, youth, women's groups, government departments, and implementation partners to improve sustainable livelihoods through agriculture, livestock, skill development, renewable energy, and community institution strengthening. It is highly preferable for the person to have an agriculture background, interest in agriculture and animal husbandry or preferably an agriculture graduate for the program.

## **1. Community Mobilization & Field Engagement**

- Mobilize farmers, youth, women, Self-Help Groups (SHGs), Village Development Committees (VDCs), and community members to participate in livelihood programmes.
- Conduct village meetings, awareness campaigns, orientation sessions, and household visits to promote livelihood interventions.
- Build strong relationships with village leaders, community institutions, and local stakeholders.
- Support the identification and selection of beneficiary households based on project criteria.
- Facilitate community participation throughout project planning and implementation.

## **2. Sustainable Agriculture (SALT Project)**

- Gain knowledge, experience and hands-on practical training on SALT from an experienced Community Development Coordinator and experienced SALT farmers.
- Support the implementation of Sloping Agricultural Land Technology (SALT) demonstrations and farmer training programmes.
- Learn about the SALT Development Committee (SDC) and strengthen the members through various capacity-building activities.
- Mobilise and assist farmers in adopting SALT as a part of their livelihood.
- Coordinate field demonstrations on contour line marking using A-Frame in new areas for developing SALT.
- Conduct regular monitoring visits to SALT demonstration plots and farmer fields.
- Document crop performance, farmer adoption, challenges, and lessons learned. Document individual farmers' performance right after every monitoring visit.
- Coordinate with agriculture experts, government agriculture departments, and technical partners whenever required.

## **3. Livestock Development**



- Build knowledge on Animal husbandry practices through consulting experienced farmers, online-offline studies, and looking into the Livestock package of practices developed by the Sunbird Team members.
- Support the implementation of livestock-based livelihood programmes including poultry, piggery, goat rearing, cattle, and other locally relevant livestock interventions.
- Coordinate beneficiary selection, livestock distribution, and follow-up support.
- Facilitate training on animal husbandry, feeding practices, vaccination, disease prevention, and livestock management.
- Coordinate with veterinary departments and local service providers for health camps and vaccination drives.
- Monitor livestock health, productivity, and beneficiary progress through regular field visits.
- Document any events conducted with proper photography and videos, document any field visits, learnings, meetings, and any activities related to the program.

#### **4. Convergence - Stakeholder Engagement & Partnership Development**

- Build and maintain positive relationships with Government Departments (Agriculture, Horticulture, Animal Husbandry, SRLMs), NGOs, CSR partners, financial institutions, and every local institution like SHGs & SDC.
- Liaise with local leaders and community institutions to strengthen programme implementation.
- Represent Sunbird Trust during community meetings, trainings, and stakeholder consultations.

#### **5. Programme Coordination & Implementation**

- Support planning and execution of livelihood activities according to project work plans and timelines.
- Coordinate logistics for training, demonstrations, exposure visits, workshops, and field events.
- Ensure timely procurement and distribution of livelihood inputs and materials.

- Support implementation partners and field facilitators in day-to-day programme execution.
- Ensure quality implementation while adhering to organisational standards.

## **6. Monitoring, Evaluation & Documentation**

- Maintain accurate beneficiary records, field reports, attendance registers, and activity documentation.
- Collect baseline, progress, and endline data for livelihood programmes.
- Monitor project outputs, outcomes, and beneficiary progress through regular field visits.
- Document case studies, success stories, photographs, and lessons learned.
- Plan, prepare, and execute weekly, monthly, and quarterly goals for the programme.

## **7. Community Institution Strengthening**

- Support the formation and strengthening of Farmer Groups, Producer Groups, SHGs, Youth Groups, SDCs and Village Development Committees.
- Facilitate regular meetings and capacity-building sessions for community institutions by conducting FBLP and 7 river systems and other activities.
- Encourage community ownership and participation in livelihood initiatives.
- Promote inclusive participation of women, youth, and marginalised communities.

## **8. Coordination with Internal Teams**

- Work closely with Community Development, Education, Monitoring & Evaluation, Finance, and Location-based teams.
- Support budgeting, planning, procurement, reporting, and programme reviews.
- Participate in organisational events, trainings, learning sessions, and cross-learning sessions.
- Undertake any additional responsibilities assigned by the Coordinator – Community Development or Programme Manager.

- The role may require extensive travel to remote villages across Northeast India and close engagement with rural communities to ensure effective programme implementation and long-term livelihood impact.

### **Qualifications and Experience**

- Bachelor's degree in Agriculture, Social Work, Rural Development, Developmental studies or related field
- Applicants based in Northeast India are preferred
- Prior experience of minimum 1 year in livelihood programs, or community mobilization is preferred

### **Skill Requirement**

- Strong communication and interpersonal skills
- Ability to engage with rural communities and diverse stakeholders
- Good networking and relationship-building abilities
- On ground mobilization and monitoring
- Problem-solving and adaptability in field environments
- Digital skills (MS Office, data entry, reporting tools)

### **Must-Have Mindset**

- Commitment & Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and Adaptability
- Ability to assimilate in local culture and way of life.
- Willingness to travel extensively and work in remote areas of Northeast India, especially Manipur, Assam and Nagaland.

### **Application Process**

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

### **HOW TO APPLY?**

Click on the link to apply: <https://forms.gle/crK52Ltrut3Qg7UC7>

