

Title: Associate - Community Development (Skill Development)

Experience: Bachelor's Degree with a minimum of 1 year of experience in related fields or a Master's degree.

Location: Village-based in Northeast India, with frequent travel to communities, schools, and partner organizations.

Reporting To: Manager - Community Development

Compensation: Commensurate to qualifications and experience

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 dedicated individual to join our team in Northeast India as Associate - Community Development (Skill Development). The Associate is responsible for planning, coordinating, and implementing skill development initiatives at the grassroots level. The role involves building strong linkages between training providers, employers, and local communities to ensure effective mobilization, training alignment, and job placement of candidates.

1. Community Mobilization, Field Operations & Outreach

- Mobilize youth, women, and community members from villages, schools, and local institutions for participation in skill development programs
- Liaison with local system leaders and Govt. departments to increase outreach
- Conduct awareness campaigns, orientation sessions, and community meetings to promote available opportunities
- Identify and engage potential candidates interested in skill training and employment
- Work closely with village-level stakeholders to oversee on-ground implementation
- Conduct regular field visits to training centers and communities
- Ensure program activities are conducted as per plan and timelines

2. Stakeholder Engagement & Partnership Development

- Establish and maintain relationships with training providers and institutions, employers, local community leaders, schools, and NGOs

3. Candidate Identification & Counselling

- Identify eligible and interested candidates for various skill programs
- Provide guidance and counselling to candidates regarding career pathways, training options, and job opportunities
- Support candidates in enrollment, documentation, and onboarding processes

4. Program Coordination & Implementation

- Coordinate with training partners to ensure smooth execution of training programs
- Align candidate profiles with appropriate training or job opportunities
- Monitor attendance, participation, and progress of candidates during training

5. Coordination and Conducting Pre-departure Course

- Screen the candidates for suitability and onboard them for pre-departure course
 - Coordinate with the candidates for their travel and logistics
 - Coordinate with training partners to ensure smooth onboarding process for the pre-departure course
 - Ensure overall smooth execution of pre-departure course
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- Identify scope of improvement of the course through feedback from candidates after completing the course
- Co-facilitate the session with partner coordinator at the training center
- Design and improve the content for the course

6. Alumni & Post-Placement Support

- Track placement outcomes and provide post-placement support when required
- Maintain follow-up with candidates to ensure retention and satisfaction
- Make sure that there is alumni connect network for all the alumni post their training

7. Monitoring, Evaluation and Learning

- Maintain accurate records of candidates, training activities, and placements
- Prepare regular progress reports and share updates with the Program Manager
- Document success stories, challenges, and lessons learned
- Ensure proper data collection, entry, and management of program-related information
- Adhere to organizational policies, reporting standards, and compliance requirements

8. Coordination with Internal Teams

- Work closely with program, operations, monitoring and location-based team members
- Support planning, budgeting, and execution of program activities

Apart from the above direct responsibilities, you will also work closely with the team members in the location and collaborate with them on all location-based projects. Assist and participate in all organizational level activities and programmes in the organization.

Qualifications and Experience

- Bachelor's degree in Social Work, Rural Development, Developmental studies, Management, or related field with minimum one year of experience in related field. *A Master's degree in these fields will be preferred.*
- Applicants based in Northeast India are preferred
- Prior experience in skill development, 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
- Organizational and coordination skills
- Problem-solving and adaptability in field environments
- Computer 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
3. Personal Interview
4. Reference checks

HOW TO APPLY?

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