



Nirmal Initiative
297, Shri Ganeshanand Ashram
Gurukul Road, Vrindavan
281121, (Uttar Pradesh)
Email- nirmalinitiative@gmail.com

Job Description

Program: Education and Skill Development For Out Of School Adolescent Girls Of DNT/Vimukta (NAT) Community

Reports To: Project Lead

Position: Full-Time

Duration: 3 Years

Location: Vrindavan, Uttar Pradesh

Field: Sakraya Village, Vrindavan, Uttar Pradesh

1. EDUCATION, EXPERIENCE, AND CERTIFICATIONS:

Bachelor's Degree in any field.

Freshers Can Apply (Experience In Volunteering In NGO)

2. REMUNERATION AND CONTRACTUAL DURATION

15000 INR/Month Plus 1000 TA for field visit/Month

The initial appointment will be made for Three months' probation from the date of joining, with renewal up to three years based on a performance review.

Job Summary:

Reporting to the Project lead, the field Coordinator will manage the day-to-day operations. Specifically, the field Coordinator will have primary responsibility for coordination within NAT

community and from various stakeholders both govt. and private. This position is based in Vrindavan, Uttar Pradesh.

Responsibilities:

1. Engage various stakeholders from the school, college, civil society organisations, women's groups, and media in gender mainstreaming activities.
2. Develop an in-depth understanding of the DNT/VIMUKTA (NAT) community
3. Identify gaps in our activities in relation to gender, and make recommendations on how to address these gaps.
4. Keep a report of daily activities and share it with the project lead.
5. Organize awareness programs with project lead on various gender issues including legislation to influence behaviour change.
6. Organize exposure visits to various public service institutions at the village, block, district, and city levels (public health centres, hospitals, post offices, banks, police stations, block offices, and SDM/DM offices to facilitate knowledge about gender issues as they affect diverse populations.
7. Arrange to provide necessary life skill education and information/guidance about existing services/work to empower girls.
8. Demonstrate knowledge of essential Government schemes, and events that may help girls to empower themselves through work.
9. Represent Nirmal Initiative inter-agency, intergovernmental, regional, and national conferences and meetings and advocate NI's projects and initiatives in advancing gender equality and women's empowerment.
10. Dutifully adhere to budget parameters and restrictions in the execution of the project.
11. Contribute to the completion of progress reports, accountability measures, and any grant requirements.
12. Work with the Project Lead to develop responsive projects and ideas.
13. Maintain knowledge base on the issue of sexual abuse and violence based on caste and discrimination based on disability, program literature, prevention interventions, and strategies.
14. Contribute to improving office and/or project procedures with creative and practical ideas.
15. Observe project policies and procedures.

16. Maintain confidentiality of sensitive information.

We strongly encourage women, queer, and gender non-conforming individuals, people from Adivasi, Dalit, ex-criminalised, DNT, nomadic or other Bahujan and religious minority communities, persons with disabilities and individuals from LGBTQIA+ communities to apply.

**To Apply Send Your CV including a cover letter to
nirmalinitiative@gmail.com**