

Job Description

Job Vacancy: Community Coordinator

Name of the Project: “Creating livelihood opportunities for construction workers through setting up or augmenting of micro enterprises in Tamil Nadu”.

Position Location: Chennai

Project Duration: 14 Months

Project Time line: Feb 2023 to Mar 2024

Reporting to: Project Manager

Funding Partner: PEHEL Foundation CSR Arm of Punjab National Bank (PNB).

About Ekam Foundation:

Ekam foundation is an NGO actively working for the last 12 years in ensuring quality healthcare to the underprivileged children and mothers in India and facilitating their holistic well-being. The foundation was started on the basic premise that no child and individual should be denied the right to healthcare. Our programs bridge the gap between the public health center’s/hospitals and community by making quality health care accessible to every person in the community through sustainable livelihoods.

Project Brief:

In recent years, the plight of poor and vulnerable construction workers has become more visible. They face a number of challenges, including not receiving their employers' due wages, losing their jobs, being unable to find new jobs, and being unable to pay their rent. The effect of COVID-19 on the labour market globally led to the destruction of jobs and labour income, which has disproportionately impacted the young, women, unprotected, disadvantaged, and migrant workers. In Indian economies, young labourer’s who were already facing high unemployment prior to the pandemic are now vulnerable as labour demand falls during the crisis. The market is flooded and far worse than previous economic downturns. The Sustainable Development Goals encompass economic empowerment. Economic development projects help lift people up. Regardless of external factors, these individuals are given the knowledge and encouragement to start their own businesses. The constant assistance will assist them in climbing the social ladder. They become self-sufficient and self-reliant, and these individuals can give back to society by assisting another human being.

The scope of this position is to coordinate and implement activities within the project framework, especially livelihood, income generation, and enterprise development.

Major Responsibilities:

- ✓ Assist in the development of livelihoods programmes in consultation with implementing team and communities in the target geography;

- ✓ Ensure project activities, identifying target beneficiaries in the most effective way and identify new and better ways of providing livelihood assistance;
- ✓ Collect baseline data, assess, identify, and inform the subordinate and the team on opportunities and gaps in livelihood programs;
- ✓ Coordinate and collaborate with government officials and other key stakeholders for ongoing smooth implementation of activities in the intervention site
- ✓ Represent the project and Ekam at various levels of meetings involving partners, government officials and other development organizations.
- ✓ Support beneficiaries in setting up small/micro enterprises and incorporating cooperative associations.
- ✓ Assist in obtaining appropriate association certificates, business certificates or licenses, permits, and assisting in the opening of bank accounts for local communities in the project's target geography.
- ✓ Organize, facilitate, and supervise community mobilisation activities in collaboration with implementing partners;
- ✓ Ensure participation, with emphases on economic empowerment programs, for community training and capacity building needs;
- ✓ Identifying weaknesses and strengths in the livelihood activities and helping to map the best way forward to enhance strengths and mitigate adverse impacts or weaknesses;
- ✓ Keep track of baseline data and progressively update, monitor, evaluate, and report the trend of livelihood activities; provide endline data on the closure; and report the impact and outcome of the project alongside the team.

Reporting & Monitoring

- ✓ Develop an activity report, a case study, and other reports as required.
- ✓ Prepare and submit a periodic, event, and training report to the line manager.
- ✓ Ensure the use of tools and templates at the district as well as community level.
- ✓ Collect and compile routine data and provide feedback to subordinates.
- ✓ Participate in an intensive monitoring visit along with the project team.

Required Skills, Experience and Qualifications

- ✓ Masters in Social Work / Development Studies / Humanities / Sociology and other subjects related to the social and development sectors
- ✓ 1-2 years of experience working with non-profit organizations / Livelihood Implementing projects / conducting field work / Data collection / Participating in government programs and developing systems for large-scale community programs.
- ✓ Experience and demonstrated ability working with the community.
- ✓ Direct experience of independently liaising with stakeholders, development partners, and government functionaries
- ✓ Proficient in the use of computers, applications, and MS Office software.
- ✓ Mentorship and leadership skills
- ✓ Analytical and documentation skills

- ✓ ability to work independently and as a team player in a complex, multicultural environment
- ✓ Excellent oratory and written communication skills in English and Tamil
- ✓ willingness to travel across Chennai as per project requirements.
- ✓ Capable of working within strict time constraints and willing to extend working hours as needed

Age Limit: Upper Limit 35 years as on last date for receiving application and having sound health to undertake extensive field visits

Remuneration: Based on the Qualification and Experience.

Applicants are encouraged to apply for the job along with the resume and cover letter with the subject line: “PNB Livelihood Project- Community Coordinator- Chennai” to **chpm@ekamoneness.org** at the earliest as the project was incepted & ongoing.
