

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Position: **Project Coordinator**

Location: **F-52, Sector-8, Noida, Uttar Pradesh - 201 301**

Compensation: **As per the experience & market standards**

Joining: **Should be able to join within a 15 days' time upon selection**

Job Summary: Duties & Responsibilities:

- Coordinate with team members to define project tasks, responsibilities, and dependencies.
- Coordinate and communicate with project team members, providing guidance and support.
- Monitor project progress, identify and resolve issues, and manage changes.
- Vendor Management
- Data management of assigned project.
- Strong understanding of project management methodologies and tools.
- Preparing reports, case studies, success studies, budgets, any other documents as per project need.
- Ability to work independently and as part of a team, demonstrating leadership and problem-solving skills.
- Flexible to travel across India (if required)
- Any other task given by supervisor.

Minimum Qualification, knowledge and experience:

- BSW/MSW/MBA (Rural Development) with 3-5 years' experience in a similar position in a reputed organization.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Excellent skills in report writing, content writing
- Sound knowledge of rural livelihoods and practices, Education, Skill Development for income, Health & hygiene, Community development, infrastructure development, Formation of SHGs, etc.
- Good knowledge of computer applications and MIS management

Essentials: Smart Phone

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience go to the link <https://aroh.in/Home/career> to apply for the above mentioned position.

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.