

Job Title: **Project Manager**

Location: **Guru Har Sahai, Ferozepur, Punjab**

Position Type: Full Time

### **About AROH Foundation**

AROH Foundation is a leading ISO 9001:2015 certified NGO in India working across 18 states to strengthen government welfare and CSR programmes through end-to-end project planning and implementation. With over two decades of experience, AROH focuses on the sustainable development of marginalized communities in areas such as education, skill development, livelihoods, health, sanitation, and natural resource management, and has directly benefited over one lakh people through flagship programmes such as Padho Aur Badho, Garima, Udaan, DDU-GKY, Sampoorna, SBI Gram Seva, and HDFC Parivartan etc.

### **Job Description:**

The Youth Training Centre Development Officer will be responsible for planning, coordinating, and implementing skill development and youth training activities at the Youth Training Centre in Guru Har Sahai. The role focuses on empowering local youth with employable skills, career guidance, and personal development to improve their livelihood opportunities.

### **Key Responsibilities**

- Plan and implement training programs for youth in skill development, personality development, and career readiness.
- Identify local training needs and design suitable courses accordingly.
- Mobilize and enroll youth from nearby villages and communities.
- Coordinate with trainers, guest faculty, and partner organizations.
- Monitor training sessions and ensure quality of learning.
- Maintain attendance, progress reports, and training records.
- Organize workshops, career counseling sessions, and exposure visits.
- Support youth in placement, self-employment, or further education opportunities.
- Prepare monthly progress reports and submit to project management.
- Ensure smooth daily operations of the Youth Training Centre.

### **Required Qualifications & Experience**

- Graduate in Social Work, Education, Rural Development, Management, or a related field.
- Minimum **1 years of experience** in youth development, skill training, education, or community projects.
- Experience in mobilizing and working with rural or semi-urban youth is preferred.

### **Skills & Competencies**

- Good communication and interpersonal skills.

- Ability to work with youth from diverse backgrounds.
- Strong organizational and reporting skills.
- Basic computer knowledge (MS Word, Excel, email).

### **Salary & Benefits**

- **Monthly Salary:** ₹40,000
- **Travel Allowance (TA):** Extra, as per organizational norms

### **Language Requirements**

- Proficiency in **Punjabi, Hindi, and English** is mandatory for effective communication with youth, community members, and stakeholders.

### **How to Apply:**

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant

experience and why they are passionate about rural development in Ferozepur, Punjab. Please go to the link <https://aroh.in/Home/career> to apply for the above-mentioned position.

The deadline for applications is 31<sup>st</sup> January 2026

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