



## **Designation: Program Coordinator**

**NATURE OF ENGAGEMENT:** One year Contract

### **JOB PROFILE**

Barefoot College International is looking for a Programme Coordinator for a prestigious project, details of which are given below. The incumbent should have excellent project management proficiency, communication skills to represent the organization, and ability to foresee risks, and resolve conflicts with a high degree of independence. The ideal candidate should also have good organizational and interpersonal skills and will be expected to work closely with a team of project managers from varied backgrounds, experience, skill and knowledge levels.

The project involves multiple interventions in assisting a global agro-based corporation in enhancing impact work, improving labour conditions and capacity, building grassroots leadership and making technical training more accessible to rural audiences in India. BCI is playing the role of a grassroots knowledge partner responsible for impact interventions, grassroots training programmes and demystifying highly technical knowledge for poorly literate rural audiences, on agro-based topics (starting with banana cultivation and dairy farming techniques) as well as ancillary topics necessary for adult empowerment, such as leadership, women rights, environmental conservation, sanitation and health. The success of this project shall lead to livelihood improvement of 1000+ rural farmers in the short term, and potentially millions in the long term.

### **JOB RESPONSIBILITY**

#### **Programme Coordination (40%):**

- Lead the planning and coordination of design and implementation of programs with Innoterra in consultation with respective operations team
- Monitor project budget and track expenditures/transactions and handle the project related financial administration, including adherence to all organizational policies and practices and
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties and all stakeholders
- Keep all members of the team and relevant stakeholders up-to-date with relevant project information and regular communication to groups to create a organization-wide understanding of the program
- Schedule and organize meetings/events and maintain agenda and minutes
- Prepare all documentation, records, proposals, reports, presentations, summaries and others, in a detailed and timely manner and follow up to gain necessary approvals
- Represent the organization in relevant platforms related to the program as deemed necessary by the reporting manager
- Identify opportunities for growth of the programme and additional synergies and program development

- Identify risks and conflicts in achieving deliverables in alignment with organizational vision, and take necessary steps to mitigate such risks and resolve conflicts
- Any other responsibilities commonly considered that of a programme coordinator
- At the time of writing the JD, the program coordination scope involves coordination of the operations of 3 medium sized projects with DFV and the LEAP project. However, if the operations of the projects are delayed due to due diligence, then the employee can be assigned other project coordination in lieu.

#### **Content Development & Training (40%):**

- Support the Head of Content Development in setting up and maintaining the content pipeline and relevant dashboards
- Support the Content Team on agro content research including identifying relevant topics, fact-checking, and analyzing sources to generate information
- Support the Content Team on content quality check: Maintaining an appropriate tone, adhering to client's style guide, checking for errors in grammar, punctuation, and style
- Identifying, onboarding and coordinating with writers, designers, content specialists, graphic artists, voice over artists, translators, editors (staff or volunteers) to ensure that their work meets expected standards and deadlines and their commitments are delivered
- Coordinating and participating in field testing of content
- Developing training modules on pedagogical and leadership topics and end-to-end implementation of the modules
- Any other responsibilities necessary in the content development project within available bandwidth as assessed by the reporting manager

#### **Support to Management & Administration (20%):**

- All roles of similar level shall be extending significant support to management and administration by sharing responsibilities in proposal writing, partnership liaising, innovation incubation, training management, department administration, organizational representation, and any other such aspect as deemed necessary by the department head.

### **SKILLS**

- Language editing skills
- Word processing skills are a must and translation skills are desirable
- Ability to be flexible and respond to changes to text/layout as part of the review and feedback process;
- Strong interpersonal skills, able to communicate and work with diverse people;
- Participate effectively in team-based, information-sharing environment, collaborating and cooperating with others;
- Focus on impact and results for the client.
- Loves gardening, writing blogs, or talking about movie plots

### **EDUCATION AND EXPERIENCE**

- Strong research and excellent writing skills, mandatorily in English and preferably in Marathi.

- Minimum of 3 years of experience in content writing, preferably in Marathi
- Experience and keen interest in education content writing/agricultural content writing preferred
- Basic understanding of pedagogy of learning
- Experience in content writing for rural audiences highly preferred
- Demonstrated ability to meet deadlines and work under pressure. Ability to work effectively in team-based, information sharing environment, collaborating with others in remote work

## COMPENSATION

Barefoot College recognizes that the right candidate will have a significant impact on the success of the organization and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with experience.

## LOCATION

Base Location: Solan, Himachal Pradesh.

Can involve long term deputation in Maharashtra/Rajasthan.

WFH option can be considered based on COVID situation.

## TO APPLY

Qualified candidates should send their CV along with a cover letter highlighting your suitability for the position to [recruitment@barefootcollege.org](mailto:recruitment@barefootcollege.org). Please do mention the job code in the subject line of your application. Any application received without the appropriate job code will not be considered. Given the high volume of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted.

Last date to receive applications: 30 June 2021