

Job Title	Program Coordinator	Department	Urban Initiatives
Number of Vacancies	One (1)	Location	Varanasi
Organization Background	<p>ASMITA is a registered charitable trust, founded in 1998 in Varanasi, Uttar Pradesh. This organization caters to the needs of the underprivileged who live at the periphery, especially the women and children in the slums in the city of Varanasi. It exists for the dignity and empowerment of marginalized migrant laborers, widows, children engaged in hazardous situations in the slums, and children who need care and protection. ASMITA aims at the integrated improvement of the living standards of slum dwellers, emphasizing physical and social improvement along with educational activities and vocational training programs, necessary health interventions rescue-rehabilitation, etc. Special focus is given to child development and the empowerment of women and adolescents.</p> <p>Vision: An Integrated Human Society living in freedom, equality, and justice: above all leading a dignified life.</p>		
Program Details	<p>ASMITA is initiating a new program for the vulnerable communities in Varanasi city to attend to various issues of the communities and groups. This includes baseline survey, need assessment followed by interventions across various slums. This would include engagement with children, teenagers, youth, elderly at multi-level interventions on ground.</p>		
Roles Responsibilities	<p><i>Project Implementation & Coordination:</i></p> <ul style="list-style-type: none"> • Ensuring the implementation of defined Program activities in the assigned areas • Support to OSRC coordinators, outreach workers and youth mobilizers in community level engagement and activity implementation • Oversee day-to-day implementation of all programs across the defined areas • Ensure targeted facilitation of government schemes and • Build rapport with community leaders, service providers and other local stakeholders 		

	<p><i>Team Management:</i></p> <ul style="list-style-type: none"> • Supervisory support to the field team • Identify skills gaps and training needs for the field team and capacity building to the team • Supportive supervision to the field team through field visits <p><i>Data, Reporting & Documentation</i></p> <ul style="list-style-type: none"> • Support in survey and need assessment data collection and weekly compilation using applications like Kobo/ODK • Ensure accurate data collection and compilation from the field team periodically • Regular review meetings with the field teams on project timelines, progress and challenges • Validate MIS entries, monitor progress against indicators, and maintain dashboards • Prepare monthly progress reports, field insights, case studies and action plans • Support in process documentation and reports
Personal Specification:	<ul style="list-style-type: none"> • Passion for engaging with the vulnerable communities. • Good knowledge of technology for data entry, data analysis, reporting • Capacity to present reports, insights with team • Graduate or post-graduate from any reputed institute. • Minimum 5 yrs of experience in social sector • Capacity to work, build and lead the team
Job Offer:	<p>Full-time: 8 hours a day Salary Scale: INR 25,000 – 30,000 per month (CTC) Contract Duration: 1-year contract with the intention of extension Location: ASMITA, Sigra, Varanasi, U.P. Reporting to: Project Manager.</p>

How to Apply

To apply for the post, please send a letter of application stating your interest along with your resume/CV by email to office.asmitaims@gmail.com. The application must reach before 30th November 2025. Post receipt of your application you will be informed about the interview