

ASMITA

Dignity & Empowerment of the Marginalised • Varanasi, since 1998

Coordinator – Project Sunrise

Project	Sunrise: Transforming the Lives of Slum Children
Department	Adolescent & Youth Empowerment
Number of Vacancies	One (1)
Location	ASMITA Office, Sigra, Varanasi
Reports to	Director
Status	CLOSED – recruited November 2024

Organization Background

ASMITA is a registered charitable trust founded in 1998 in Varanasi, Uttar Pradesh, working for the dignity and empowerment of marginalised migrant labourers, widows, and children in the city's slums through education, vocational training, health interventions and rescue-rehabilitation.

Project Details

Project Sunrise focuses on the empowerment of adolescents and youth from 10 slums in Varanasi across three areas of intervention – ensuring primary and secondary education, alternative skill development, and social inclusion of 800–900 adolescents.

Roles & Responsibilities

- Study the project draft, prepare the annual plan and orient the team
- Plan activities in advance, coordinate with the Director and animators, and arrange implementation requirements
- Provide the Director with monthly plans, programme reports and team performance updates
- Maintain the MIS software, registers, reports and individual case progress records
- Engage with stakeholders and represent ASMITA before government departments and agencies
- Visit the field at least twice a month and meet the animators monthly to guide them
- Coordinate with the accountant to ensure proper fund management
- Link beneficiaries to relevant government policies and schemes

Team & Support

Supported by 1 Counsellor, 5 Animators, 5 Volunteers (as needed) and an Accountant.

Working Hours

Eight hours a day, 9:30 a.m. to 5:30 p.m., Tuesday to Sunday.

How to Apply

This position is now closed (recruited November 2024).