

## Job Description

### Project Coordinator for Schools and Communities

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#### Summary

Organization Name - Moinee Foundation

Job Title: Project Coordinator

Vertical: Operations

Reports to: Project Lead

Location: Udaipur, Abu Road, Jaipur, Jodhpur

#### Details

Job Type: Full Time

Remuneration: 15k to 20k CTC Per month

As a Project Coordinator, you'll work closely with the Project Lead and be responsible for the implementation of the project through proper coordination and collaboration with partner organizations and stakeholders.

#### Roles and Responsibilities

- **Operations:** Coordinating with the project team and executing day-to-day activities.
- **Stakeholder Management:** Maintaining good rapport with stakeholders to coordinate implementation.
- **Delivery Support:** Devising support structures for effective implementation of the Project involving different stakeholders.
- **Communication:** Monitor & assess implementation progress, and barriers, and work collaboratively with teams to devise solutions, and send timely reports & Communication to Seniors
- **Project Development:** Facilitate and organize meetings with organizations and experts at various levels for coordination, capacity building
- **Documentation:** Timely documentation of the progress of project activities.

## Skills and Competencies Preferred

- Ability to work in Schools and Communities with 1-2years' experience in Rural Development Sector.
- Ability to travel and work in rural communities
- Good presentation/facilitation skills and an ability to train volunteers.
- Excellent communication and interpersonal skills.
- Ability to think analytically and solve problems.
- Ability to organize and prioritize multiple work assignments under time constraints.
- Well-versed with Google Workspace / MS Office and related tools.
- Comfort with communication in English, Hindi, and Mewari.

**Interested candidates may fill out the following form:**

On the form, you can choose to apply for the position and upload your resume / CV else email us.

**Please Mail your CVs to - [srm@moinee.org](mailto:srm@moinee.org)**