

Job Description: Project Coordinator – Mobile Footpathshala & Skill Development Center (Noida, Delhi NCR)

Salary: ₹25,000 - 28,000 per month

Location: Noida, Delhi NCR

About UPAY

UPAY (Underprivileged Advancement by Youth) is a non-profit organization committed to transforming the lives of underprivileged children and marginalized communities through quality education, child protection, livelihood development, and community empowerment. Through innovative initiatives like Mobile Footpathshalas and Skill Development Centers, UPAY strives to bridge educational gaps and create sustainable opportunities for individuals to lead dignified and self-reliant lives.

Position Overview

UPAY is looking for a passionate, proactive, and field-oriented **Project Coordinator** to lead the implementation and management of its **Mobile Footpathshala** and **Skill Development Center** in **Noida, Delhi NCR**.

The Project Coordinator will be responsible for ensuring the effective planning, execution, monitoring, and expansion of educational and livelihood programs while coordinating with communities, volunteers, educational institutions, government agencies, corporate partners, and other stakeholders. The role requires someone who enjoys working in the field, has strong people management skills, and believes in creating meaningful social impact.

Key Responsibilities

Project Planning & Implementation

- Oversee the day-to-day operations of the Mobile Footpathshala and Skill Development Center.
- Ensure smooth implementation of educational and skill development activities according to project objectives.
- Monitor program quality, attendance, and learning outcomes.

Community Outreach & Mobilization

- Conduct regular community visits to identify and enroll children and youth who can benefit from UPAY's programs.
- Build and maintain strong relationships with parents, community leaders, and local stakeholders.
- Organize awareness drives and community engagement activities to increase participation.

Volunteer & Team Coordination

- Coordinate with volunteers, interns, and teaching staff to ensure effective program delivery.
- Conduct regular orientation, mentoring, and performance reviews for volunteers.
- Facilitate capacity-building sessions whenever required.

Stakeholder Management

- Represent UPAY during meetings, events, and networking opportunities.
- Support partnership development for program expansion.
- Interaction with beneficiaries and local residents

Monitoring, Documentation & Reporting

- Maintain accurate records of beneficiaries, attendance, case studies, and project activities.
- Prepare periodic reports, impact assessments, and documentation for management and donors.
- Ensure timely submission of project reports with qualitative and quantitative data.

Skill Development Program Management

- Coordinate training schedules and beneficiary participation.
- Track learner progress, certification, and placement support wherever applicable.
- Build relationships with training institutes and potential employers.

Compliance & Child Protection

- Ensure adherence to UPAY's Child Protection Policy and safeguarding guidelines.
- Maintain confidentiality of beneficiary information and organizational records.

Qualifications & Skills

Education

- Master's Degree in Social Work (MSW), Sociology, Rural Development, Education, Development Studies, or any relevant discipline.
- Candidates with a Bachelor's degree and exceptional relevant experience may also apply.

Experience

- **Freshers** with a strong passion for social development are encouraged to apply.
- Candidates with **1–3 years of experience** in education, child development, community outreach, skill development, or NGO project implementation will be preferred.

Required Skills

- Excellent communication and interpersonal skills.
- Strong leadership and team coordination abilities.
- Ability to manage multiple responsibilities effectively.
- Good documentation and report-writing skills.
- Problem-solving and decision-making capabilities.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Comfortable working extensively in field locations and communities.
- Fluency in Hindi is essential; English proficiency will be an added advantage.

What We're Looking For

- Passion for working with underprivileged children and communities.
- Self-motivated, empathetic, and adaptable individual.
- Strong organizational and planning skills.

- Ability to work independently as well as collaboratively.
- Willingness to travel within Delhi NCR as required.

Additional Information

- **Job Type:** Full-time
- **Working Days:** Tuesday to Sunday
- **Location:** Noida, Delhi NCR