

Job Description: Skill Development Center (SDC) Project Coordinator – Nagpur

Salary: ₹17,000 – ₹20,000 per month

Location: Nagpur, Maharashtra

About UPAY

UPAY (Underprivileged Advancement by Youth) is a non-profit organization dedicated to empowering underprivileged children, youth, and marginalized communities through education, skill development, livelihood generation, and community engagement. By providing quality learning opportunities and vocational training, UPAY aims to create sustainable pathways towards employment, financial independence, and social inclusion.

Position Overview

UPAY is seeking a dedicated, enthusiastic, and result-oriented **Project Coordinator** for its **Skill Development Center (SDC)** in **Nagpur**. The Project Coordinator will be responsible for managing the day-to-day operations of the Skill Development Center, mobilizing youth for vocational training programs, coordinating with trainers and placement partners, maintaining project documentation, and ensuring successful implementation of skill development initiatives.

This role requires an individual who is passionate about youth empowerment, enjoys working in communities, and can effectively coordinate with multiple stakeholders to achieve program objectives.

Key Responsibilities

Project Planning & Implementation

- Oversee the daily operations of the Skill Development Center and ensure smooth implementation of all training programs.

- Ensure timely execution of project activities in accordance with organizational goals and donor requirements.

- Monitor training quality, attendance, and learner engagement.

Community Mobilization & Outreach

- Conduct community visits to identify and mobilize eligible youth for skill development programs.
- Build relationships with community leaders, educational institutions, and local organizations to increase program outreach.
- Organize awareness campaigns, orientation sessions, and enrollment drives.

Beneficiary Management

- Counsel prospective candidates regarding available vocational courses and career opportunities.
- Track beneficiary attendance, participation, course completion, and certification.
- Provide continuous guidance and support throughout the training lifecycle.

Trainer & Volunteer Coordination

- Coordinate with trainers, facilitators, interns, and volunteers to ensure effective program delivery.
- Assist in scheduling training sessions and monitoring trainer performance.
- Facilitate regular meetings to review progress and resolve operational challenges.

Placement & Industry Coordination

- Develop and maintain relationships with employers, industries, placement agencies, and CSR partners.
- Coordinate placement drives, interviews, and employment opportunities for trained candidates.
- Track placement outcomes and maintain placement records.

Monitoring, Documentation & Reporting

- Maintain accurate beneficiary records, attendance registers, training reports, case studies, and project documentation.
- Prepare weekly and monthly progress reports for internal management and donors.
- Ensure timely data entry and maintenance of project MIS.

Stakeholder Engagement

- Coordinate with government departments, NGOs, educational institutions, CSR partners, and local stakeholders.
- Represent UPAY during community meetings, networking events, and project reviews.

Compliance & Quality Assurance

- Ensure compliance with organizational policies, donor guidelines, and project deliverables.
- Maintain confidentiality of beneficiary and organizational information.
- Support continuous improvement initiatives to enhance project quality and impact.

Qualifications & Skills

Education

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

Experience

- Freshers with strong interpersonal skills and a passion for community development are encouraged to apply.
- Candidates with **1–2 years of experience** in skill development, livelihood programs, NGO project implementation, youth engagement, or community outreach will be preferred.

Required Skills

- Excellent communication and interpersonal skills.
- Strong coordination and organizational abilities.
- Ability to manage multiple tasks and meet deadlines.
- Good documentation and report-writing skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong problem-solving and stakeholder management skills.

- Willingness to travel within Nagpur and nearby project locations.
- Fluency in Marathi, Hindi, and basic English will be an advantage.

Preferred Candidate Profile

- Passionate about empowering youth through education and livelihood opportunities.
- Self-driven, proactive, and adaptable.
- Comfortable working in community-based settings.
- Strong leadership and team collaboration skills.
- Ability to work independently with minimal supervision.

Additional Information

- **Job Type:** Full-time
- **Working Days:** Tuesday to Sunday
- **Location:** Nagpur, Maharashtra
- **Salary:** ₹17,000 – ₹20,000 per month (based on qualifications and relevant experience)