

Designation - **Programme Coordinator** – Udayan Care IT Center Programme Delhi.

- Qualification: Graduate or Post Graduate in Computers
- Experience: Two Year (Experience in NGO Sector is desirable)
- Male Candidates Preferred
- Last date of submitting application – 28th Feb 2017

JOB DESCRIPTION

PRIMARY RESPONSIBILITIES:

- **Overall**
- Develop a deep understanding of the vision, objectives and structural elements of the IT centre Programme
- Serve as an Ambassador of the IT Centre programme to ALL constituencies: students, parents, donors, schools, government officials and members of the public
- Lead the programme and take it to greater heights
- **Operational**
- Consolidate monthly reports of Udayan Care IT Centre programme
- Publicize programme to target potential communities so as to attract large pool of enrolments at the centres.
- Organize workshops, co-curricular activities, expert sessions, capacity building training of IT staff, social service activities and annual day celebration at IT centres.
- Assessment of students at the centres.
- Develop human interest stories.
- Assist in exploring placement opportunities, make presentation in corporate, tie up with HRs of the companies.
- Prepare Year book of Udayan Care IT Centre Programme.
- Data Collection and analysis of studies conducted
- **Financial and Administrative**
- Maintain records of students MIS through online ERP software.
- Prepare and submit weekly / monthly / quarterly reports as required by Head Office.
- Correspond with Students, parents as and when required
- Travel to other centres to conduct workshops and events or as required for training or to attend review meetings

ADDITIONAL RESPONSIBILITIES

- Carry out any additional duties and projects assigned by the Program Manager/ Managing Trustee of Udayan Care or H.O.

Job Type: Full-time

Required experience: IT: 2 years