

SYNERGY SANSTHAN

Job Description-Project Coordinator

Position: UDAAN Project Coordinator

About Synergy Sansthan:

Established in 2006, Synergy Sansthan stands as a youth-led non-profit organisation with a strong community focus. Originating from the vision of a few passionate individuals, the organisation advocates for a youth-centric approach to adolescents' and young people's development and empowerment. Synergy Sansthan's direct intervention districts in Madhya Pradesh are: Harda, Khandwa, Khargone, Guna, Barwani, Dewas and Betul. Over the last 18 years, we have grown to nurture rural and tribal adolescents and youth leadership, which has resulted in impacting 2.5 lakh lives from marginalised communities. Synergy Sansthan is committed to fostering psycho- social and economic empowerment. Central to its philosophy is the belief that youth are valuable assets, and the organisation aims to create an enabling environment where they can collectively address identified issues, leading to the acquisition of skills and confidence. Looking ahead, Synergy Sansthan's Strategic Plan for 2023–2027 emphasises expanding outreach to vulnerable and at-risk youth. By 2027, we aim to work directly with 1 lakh young people from diverse tribal, rural and urban backgrounds, empowering them as democratic and inclusive leaders. With the right resources and encouragement, these youth will be equipped to break the cycle of poverty and exploitation, impacting over 1 million people in Madhya Pradesh. The organisation also plans to scale up proven programs and activities to additional districts, fostering social entrepreneurship among young people. Through a multifaceted approach, Synergy Sansthan strives to achieve sustainable outcomes in youth development.

About the Project:

The UDAAN initiative is meticulously crafted to empower adolescent and young girls, specifically aged between 10 and 21, hailing from rural and tribal communities. This initiative aims to offer them opportunities and to instil a sense of ownership over their lives, foster aspirations, unveil their latent potential and raise awareness about the systemic challenges hindering their progress. This transformative journey spans over two years, during which participants undergo a profound inner metamorphosis and emerge as torchbearers of social change within their villages/panchayats through the conceptualisation and execution of impactful action projects. Central to the Udaan Fellowship is its unique "Strengthening Roots, Spreading Wings" approach to leadership development. Initially, participants embark on a journey of self-discovery and introspection, delving into the depths of their individual and social identities. They explore their strengths and weaknesses, confront their fears and aspirations, and critically examine the societal norms and expectations that shape their existence. This process enhances their self-confidence and empowers them to challenge ingrained gender stereotypes, fostering more open communication and empathy within their familial and social circles. Furthermore, participants identify areas for personal growth and skill development, laying the groundwork for their future endeavours. As they progress through the program, they gradually expand their sphere of influence, assuming the role of catalysts for change within their communities. They actively engage in the design and implementation of social action projects targeting pressing issues such as girls' education, reproductive health, child marriage, gender-based violence, and leadership development. Through hands-on experience and guided mentorship, they learn to navigate challenges, advocate for their rights, and inspire others to join them in their quest for a brighter future. By challenging internalised gender norms, envisioning bold and ambitious futures, and honing their leadership abilities, Udaan fellows emerge not only as agents of change but as genuine champions of progress within their communities.

Key Responsibilities:

- ② Organise aspirational development sessions centred on career planning, goal setting and personal growth.

Track the progress of fellows and provide individualised support to help them overcome personal and social barriers. Offer resources to guide girls in exploring career opportunities, entrepreneurship and further education.

☐ Design and facilitate training modules focused on challenging gender norms, empowering women and building leadership skills. Lead workshops on topics such as gender-based violence, discrimination and empowerment. Implement life skills training programs that cover decision-making, communication, time management and self-confidence.

☐ Collect data on program outcomes, such as the number of girls who complete the program, their improved aspirations and leadership roles taken by participants. Monitor and evaluate the program's impact on fellows, adolescent girls, young women, and communities. Design and implement systems to track the program's progress both quantitatively and qualitatively.

☐ Forge partnerships with local leaders, schools and community members to enhance the program's reach. Act as a liaison between various stakeholders, including fellows, their families, communities, community leaders and government agencies.

☐ Manage daily operations, including budgeting, scheduling and reporting. Oversee the entire program to ensure its successful execution and implementation.

☐ Develop and manage content for newsletters, blogs, social media posts and videos that showcase success stories and address the challenges faced by rural girls and women.

☐ Serve as the primary point of contact for internal and external communications.

☐ Handle logistics and administrative tasks related to the program, including scheduling, participant registration, and record-keeping. Provide comprehensive administrative support to ensure the smooth and efficient operation of the program.

We are looking for a person with:

- ✓ Good sense of humour, ready to learn, assimilate and adapt to the cultural and contextual requirements of a youth-focused and youth-led team.
- ✓ A postgraduate in Social Work, Sociology, Youth Development, Women Studies, Business Administration, or any other relevant discipline with 3-5 years of experience.
- ✓ Have a deep understanding of youth work practices & processes; have a deep understanding of gender issues, young people and adolescents' sexual and reproductive health rights issues and gender-based violence.
- ✓ Experience in facilitation, program coordination and instructional design. An understanding of various development and social perspectives, with a commitment to issues of social justice.
- ✓ Strong organisational, analytical, and problem-solving skills; good time management skills to meet deadlines in a multi-task environment and the ability to work both as an individual contributor and as a team member.
- ✓ Willingness to travel extensively (to remote rural areas if required) and work flexible hours and weekends.
- ✓ An entrepreneurial spirit and is passionate about youth leadership
- ✓ An ability to inspire, openness to learning, ability to think out of the box, deep people orientation and an ability to connect with people, demonstrated leadership skills and an enterprising spirit.

E-mail ID to send the applications: apply@synergysansthan.com

While applying, please share the following;

1. Cover Letter for your suitability
2. Current Salary
3. Expected Salary
4. Share the level of skill

English (Written)	Proficient	Good	Average
English (Oral)	Proficient	Good	Average
Hindi (Written)	Proficient	Good	Average
Hindi (Oral)	Proficient	Good	Average

5. If selected, the time required to join
6. Two references (One must be your current employer)

Salary- The salary offered will be commensurate with the experience and expertise of the candidate and includes other benefits like PF, Insurance, paid leaves, work from home/flexible working hours, etc.

Post -01

We offer an enriching learning environment and the opportunity to work with a team of dedicated and passionate professionals who share a common vision. We aim to be an equal opportunity employer. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. People of all gender identities, including LGBTQ+, are encouraged to apply.