

Organization: **Voluntary Action for Rehabilitation and Development (VARHAD)**

Job Title: **Project Associate**

Number of Position: **3**

Location: **Amravati, Akola, Nagpur**

Salary: **18,000**

VARHAD is a non-profit organization committed to sustainable community development. We are currently seeking a dedicated and experienced individual to join our team as a Project Associate. This position offers a unique opportunity to contribute to impactful projects aimed at improving the lives of marginalized communities.

Key Responsibilities:

1. Project Implementation:

- Assist in the effective implementation of projects at the community level.
- Work closely with the Program Manager to ensure project goals and objectives are met.
- Engage with stakeholders, including community members, local authorities, and partner organizations.

2. Community Engagement:

- Facilitate community meetings and discussions to gather insights and feedback.
- Build and maintain positive relationships with community members to enhance project impact.
- Implement outreach strategies to ensure the active participation of the community in project activities.

3. Reporting and Documentation:

- Prepare regular reports on project progress, challenges, and achievements.
- Document relevant data, case studies, and success stories for reporting and future reference.
- Ensure timely submission of reports to the Program Manager and other stakeholders.

4. Coordination:

- Work in close coordination with the Program Manager to align project activities with organizational goals.
- Collaborate with other team members to ensure seamless project execution.
- Participate in team meetings, workshops, and training sessions as required.

5. Qualifications and Skills:

- Master's in Social Work (MSW) from a recognized institute.
- 2-3 years of relevant work experience, preferably in the field of “Criminology and justice/ Criminal Justice System/ Access to Justice”
- Demonstrated proficiency in spoken and written English.
- Strong MS-Office skills.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Knowledge of Marathi languages and cultures in the project area is an advantage.

VARHAD is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. Interested candidates meeting the criteria are invited to submit their resumes along with a cover letter to **varhad_amt@rediffmail.com** by **15. 04. 2024** Only shortlisted candidates will be contacted for interviews.

VARHAD is committed to creating a diverse and inclusive work environment and encourages applications from candidates of all backgrounds.