

Pratham Alumni Coordinator – Pratham Institute

Organization	Pratham Institute
Employment Type	Pratham Alumni Regional Coordinator
Location	Various Locations – Mumbai (West Region) , Delhi (North & East)
Salary range	Rs.15,000 to Rs.18,000
Language requirements	English and another Regional Language
Start Date	On immediate bases

About the organisation:

Established in 1995, Pratham is an innovative learning organization created to improve the quality of education in India. As one of the largest non-governmental organizations in the country, Pratham focuses on high-quality, low-cost, and replicable interventions to address gaps in the education system.

About Pratham Institute:

At Pratham Institute for Literacy, Education and Vocational Training, we work across the country to provide individuals with the employability skills needed to address India's growing need for skilled manpower. Between now and 2025 over 250 million young people are estimated to enter the Indian workforce, while only 5% of youth aged 20-24 have obtained vocational skills through a formal training system. Pratham's Youth Skilling Program was therefore launched in 2005 with a mission to create sustainable programs for training and retraining the youth for employability or entrepreneurship.

Our training centers are spread across 22 states in India. We have trained students in various skills through our Industry specific courses in Hospitality, Construction, Automotive and Bedside Assistance. We also run Entrepreneurship programs in Beauty to cater to people who have an entrepreneurial mind set and want to set up their own practices.

Pratham Institute launched the Beauty Program under the banner name of Pratima in November 2011, to encourage the spirit of entrepreneurship. We currently have 19 Hub Beauty Centers across India. The Beauty Program aims at recognizing, supporting and handholding enterprising individuals to set up their own beauty parlours. So far, Pratham has supported 550 entrepreneurs through this initiative.

For more details, refer to <http://pratham institute.org/>

Pratham Alumni Association (PAL)

It is a new initiative set up by Pratham Institute to organise and empower the trained students to deal with problems collectively. Through PAL we shall provide different kind of assistance to students such providing PAN Cards and other forms of ID, second placement opportunities, additional training, etc. The overall objective of PAL is to maintain a long term healthy relationship with the students and to ensure not only the retention of students in their industry but also their overall growth and development.

Main Responsibilities:

- Coordinate with local training centers coordinators to ensure that the work is being carried out as per the standardized processes
- Maintain a reservoir of contacts with local service providers, local social organizations, hospitals, police, etc.
- Coordinate the efforts of the various divisions of Pratham Institute to ensure the smooth delivery of services to students
- Organization of Half Yearly meets / events of Alumni Members
- Increase membership in the Alumni Association
- Preparing, maintaining and reporting of data

Qualification & Skills Required:

- Minimum qualification – Graduate Degree
- Some relevant experience, preferably in management or other jobs which require strong organisational abilities
- Good oral and written communication skills and organizational skills, in English and Hindi (or any other local Indian language)
- Proficiency in M.S. Office (Excel, Power Point and Word)
- Strong interest in the goals of Pratham

Application process:

- Please email your CVs with a cover letter to **shivaji.kadam@pratham.org** and mention '*Application for position of Alumni Manager - Pratham Institute*' in the subject line.
- Only shortlisted candidates will be contacted.

Note:

- Salary shall be finalized based on the experience and skill set of candidates. Salary is negotiable for exceptional candidates.
- Travel, food and lodging costs for work related travels outside base location shall be separately borne or reimbursed on actual bill amount by Pratham Institute.
- Successful candidates will be given an initial appointment for a period of two months, prior to signing a year-long contract.