

JD – Project Assistant (Community Mobilizer)

Project: HCL Harit – Water Conservation

Location: Assigned project villages/clusters of Nagpur District

Organization: Yuva Rural Association, Nagpur

Reports to: Team Lead

Field Intensity: 80% Field Work | 20% Office Work

Preference: Female candidates with two-wheeler (scooter) and valid driving license.

Salary Range: ₹18,000 – ₹25,000 per month (commensurate with experience and qualifications)

Role Summary

The Project Assistant will play a **pivotal field-facing role**, responsible for **end-to-end coordination, execution, and facilitation** of water conservation interventions under the HCL Harit program. She will work directly with communities and stakeholders, organize awareness and plantation events, monitor waterbodies, and support documentation and reporting. This position is ideal for someone passionate about rural development, capable of working independently in the field, and comfortable engaging diverse stakeholders — from farmers to government officers.

Key Responsibilities

1 Community Engagement & Stakeholder Facilitation

- Conduct FGDs, community surveys, and introductory meetings with SHGs, farmers, youth and school groups.
- Identify local influencers, champions, and leaders to support project outreach.
- Facilitate the formation and strengthening of **Water Management Associations (WMAs)**.
- Mobilize community groups and ensure participation in awareness, planning, and maintenance activities.
- Promote the use of IEC materials and water conservation messages in local dialect.

2 End-to-End Field Coordination

- Manage **planning, logistics, and execution** of all field activities.
- Coordinate with the Water Resource Engineer and community to align implementation with technical guidelines.
- Ensure field readiness, including material availability, community mobilisation, and site preparation.

3 Event Facilitation & Volunteer Engagement

- Independently organize:
 - **Community awareness sessions**
 - **HCL employee volunteer programs**
 - **Youth campaigns and school sessions**
 - **Village-level workshops or Jal Parikrama events**
- Handle all ground-level arrangements: permissions, invitations, IEC, refreshments, visibility, and post-event reporting.

4 Monitoring, Documentation & Reporting

- Maintain daily logs and monthly progress reports.

- Collect and organize visual documentation (pre-during-post photos and videos).
- Submit at least one impact-driven **case story per month**.
- Update Google Drive folders regularly and support success story drafting with communication team.

5 Internal Coordination

- Work closely with Team Lead, Water Engineer, Admin, and external consultants for smooth execution.
- Facilitate field visits by donors, HCL representatives, or senior management.
- Share timely field data, reports, and feedback with the core team.

6 Post-Implementation Monitoring

- Conduct routine visits to restored sites to assess:
 - Plantation survival and growth
 - Structure usage and condition
 - Community-led maintenance (cleanliness, repair, bund care)
- Escalate emerging issues or resistance and support local problem-solving.

✓ Preferred Profile

- **Female candidate** with strong interpersonal and facilitation skills.
 - Graduate or post-graduation in Rural Development / Social Work / Environmental Studies or related field.
 - **Two-wheeler (scooter) ownership** with valid license — **essential** for rural mobility.
 - Minimum 1-2 years of field experience in community development or natural resource projects.
 - Fluent in Marathi (local dialects preferred); basic English/Hindi understanding desirable.
 - Hands-on with MS Word, Excel, mobile-based photo/video tools, and Google Drive.
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📁 How to Apply

Interested candidates are requested to email their updated CV to the following addresses:

To: 📧 piyush.kowe@yraindia.org

keep in CC 📧 trupti.thombare@yraindia.org & directorprograms@yraindia.org

Please mention the subject line as: ***Application – Project Assistant (Water Conservation)***
