

Job Description

Job Title: Project Coordinator

Reporting To: Program Head

Location: Yevatmal(Umarkhed) & Bhandara (Tumsar)

Position: 1

ROLES & RESPONSIBILITIES

- Coordinate day-to-day implementation of all project activities in the both cluster, ensuring alignment with the approved workplan, LFA, and budget.
- Act as the operational bridge between the Project Manager, Cluster Coordinator, and the Technical Experts — translating programmatic plans into actionable field activities.
- Coordinate and facilitate training programmes for SRFs, LRFs, SHG members, and community institutions in the cluster — including logistics, and documentation.
- Identify convergence opportunities with block-level government officials in the cluster.
- Monitor implementation timelines, track activity milestones, and flag deviations or bottlenecks to the Project Manager for corrective action.
- Conduct regular field visits to all the villages to track farmer practice adoption, record observations, and enter data into the ODK-based MIS application.
- Coordinate the setting up of community enterprises — BRC, CHC, Seed Bank, and livestock vaccination centres.
- Facilitate baseline survey data collection and farmer profile documentation
- Organise and document monthly review and convergence meetings at the cluster level, maintaining records of resolutions, follow-up actions, and attendance.
- Ensure gender inclusion and participation of women, youth, and marginalised Adivasi farmers across all project activities.
- Coordination of all training programmes (SRF, LRF, SHG — small scale processing and enterprise building).
- Facilitate Monthly Cluster-Level Review and Convergence Meeting.

Qualifications

QUALIFICATIONS

- Bachelor's degree in Agriculture/ Rural Development/ Social Work/ Environmental Science, or a related field; a Master's degree in a relevant discipline will be an added advantage.
- Minimum 5-8 years of relevant work experience in rural livelihoods, agriculture extension, or community-based development programmes, preferably in a rainfed or tribal context.
- Demonstrated experience in coordinating field-level activities and facilitating training programmes for farmers, SHGs, and other community institutions.
- Working knowledge of monitoring and data collection tools such as ODK/KoBo Toolbox, and comfort with smartphone or tablet-based MIS applications.
- Strong coordination, facilitation, and communication skills, with the ability to work effectively across government departments, community institutions, and project teams.
- Willingness to travel extensively and stay in rural and remote villages within the cluster.
- Demonstrated sensitivity and commitment to gender inclusion and the participation of women, youth, and marginalised farmers.