

<b>Designation</b>	Program Coordinator (Only for Female Applicants)
<b>Location</b>	Lucknow, Uttar Pradesh
<b>Reports to</b>	Program Officer

### **About Milaan Foundation**

Milaan is a non-profit organisation, which envisions an inclusive and equal world, where every girl is educated, healthy and safe. We believe in the power of movement building, to challenge the social norms that reinforce gender inequality and re-write the narratives that shape the day-to-day lives of women and girls, normalizing social, economic, and political exclusion.

Our primary work is focused on and with young women between 12 to 18 years of age from socially and economically marginalized communities. Milaan aims to empower adolescent girls by addressing the 4 dimensions that we have identified as critical for their well-being:

1. Completion of Secondary Education,
2. Enhanced access to information and services on Adolescent Health,
3. Prevention of Child Marriage
4. Prevention of Gender-based Discrimination and Violence.

At Milaan, We are deeply driven by our values of empathy, respect, diversity, integrity, innovation, inclusion, and excellence in execution.

### **Position Description**

We are looking for an empathetic, passionate and results-oriented professional who cares deeply about girls' issues and is committed to advancing gender equity and equality.

The Program Coordinator will work closely with the Program Officer/Senior Program Officer and is responsible for quality intervention of programmatic activities and coordination.

### **Roles & Responsibilities**

- Coordinate with the Project Assistant for day-to-day activities and support the Program Officer as per the program requirements.
- Supervise and provide guidance, support, direction and build capacities of Project Assistants to ensure quality and timely delivery of the planned program activities.
- Undertake monitoring field visits to assess the on-ground progress.
- Coordinate and facilitate training sessions, document training activities and

develop training reports.

- Support the program team during the mobilization and selection of the new Girl Icons.
- Other duties as assigned.

### **Qualifications & Competencies**

- University degree preferably in Social Work or Social Sciences, Human Rights or other related fields.
- 1-2 years of experience in the social sector, preferably working on coordinating and implementing programs focused on adolescent girls.
- Able to work independently with limited supervision.
- Good verbal and written skills in English and Hindi
- Determined and willing to travel.

*\*We are also open to receive applications from freshers.*

### **How to apply?**

Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to [careers@milaanfoundation.org](mailto:careers@milaanfoundation.org) with the subject “Application for Program Coordinator”.

Applications without the Cover Letter will not be considered.

Remuneration will be between 2.4 lakhs to 3.6 lakhs per annum, depending on the skill set and experience.

**Note:** Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.