

## **Job Announcement: Project Coordinator – Creche Initiative**

**Organization:** Youth for Social Development (YSD)

**Location:** Padmapur Block, Rayagada, Odisha

**Employment Type:** Full-time

**Reporting to:** Secretary cum CEO

### **About Youth for Social Development (YSD)**

Youth for Social Development (YSD) is a development organization working with duty bearers and rights holders to enhance the quality of life of marginalized rural and urban communities in Odisha. YSD works across sectors including child rights, health, education, nutrition, governance, water and sanitation, climate resilience, youth empowerment, and sustainable livelihoods. Through research, advocacy, community mobilization, and institutional strengthening, YSD promotes equitable access to services and opportunities for vulnerable populations.

### **Position Overview**

YSD is seeking a committed, experienced, and result-oriented **Project Coordinator – Creche Initiative** to lead the implementation of a large-scale community-based creche program in Padmapur block, Rayagada district, Odisha with the support from Azim Premji Foundation. The Program Manager will serve as the overall anchor for the initiative and will be responsible for planning, coordination, supervision, stakeholder engagement, systems development, monitoring, reporting, and quality assurance across all creche centers.

The position requires strong leadership, team management, community engagement, and program implementation skills to ensure that children aged 7 months to 3 years receive quality care, nutrition, early stimulation, and a safe learning environment.

### **Key Responsibilities**

#### **A. Pre-Setup Phase**

- Develop a comprehensive understanding of the Creche Initiative, its objectives, guidelines, and operational framework.
- Participate in human resource recruitment and onboarding processes as required.
- Coordinate logistics and arrangements for pre-service orientation and training programs.
- Ensure regular coordination and communication with the Foundation team.
- Build rapport with community functionaries, frontline workers, local institutions, and stakeholders.
- Collect and compile village-level and child-related baseline information.

- Foster a collaborative and high-performing team culture through regular meetings and interactions.

## **B. Setup Phase**

- Develop implementation plans based on available secondary data and field assessments.
- Lead and support community engagement processes, including Gram Sabhas, caregiver selection, and community consultations.
- Coordinate with project personnel regarding infrastructure setup, vendor identification, procurement, and regulatory requirements.
- Facilitate arrangements for caregiver training and capacity-building initiatives.
- Monitor setup progress across creches and provide guidance and troubleshooting support to field teams.

## **C. Operational Phase**

- Develop and implement plans for regular creche monitoring, supervision, and handholding support.
- Conduct joint field visits with project staff to strengthen supportive supervision and quality assurance.
- Establish systems and processes for logistics, procurement, reporting, review meetings, reimbursement, and operational management.
- Monitor program performance through digital platforms, applications, and management information systems.
- Maintain regular communication with community stakeholders, government functionaries, and partner institutions.
- Prepare and submit monthly progress reports and participate in review meetings, donor interactions, and program assessments.
- Ensure compliance with project guidelines, child safeguarding standards, and organizational policies.

## **Qualifications, Experience & Skills**

### **Educational Qualification**

- Bachelor's or Master's degree in any discipline; preference will be given to candidates with qualifications in Social Work, Rural Development, Development Studies, Child Development, Public Health, or related fields.
- Basic knowledge of computer applications, including MS Office, Google Workspace, email communication, and digital reporting systems.

### **Experience & Skills**

- Minimum 5–7 years of experience in program implementation, community development, child rights, nutrition, health, education, or related development sectors.

- Demonstrated experience in managing field teams and coordinating multi-location projects.
- Strong skills in planning, monitoring, supervision, documentation, reporting, and stakeholder engagement.
- Experience working with government departments, community institutions, frontline workers, and development partners.
- Ability to facilitate community mobilization, capacity building, and team development processes.
- Strong analytical, problem-solving, organizational, and communication skills.
- Proficiency in data management, reporting, and use of digital monitoring platforms.

### Other Considerations

- Working proficiency in the local language (Odia and/or relevant tribal language of the project area) and English.
- Willingness to travel extensively across project villages and field locations.
- Sensitivity towards working with tribal communities, women, children, and marginalized populations.
- Commitment to child rights, inclusion, and community-centered development approaches.

### Remuneration & Benefits

- Competitive compensation based on qualifications and experience.
- Travel and field allowances as per organizational policy.
- Provident Fund and statutory benefits as applicable.
- Professional development and capacity-building opportunities.
- Opportunity to contribute to a transformative child development initiative in tribal communities.

### How to Apply

Interested candidates are requested to complete the Google Application Form using the link provided below and upload their updated CV as part of the application process.

**Application Form Link:** <https://forms.gle/Ak6AtkyxiH4T8qJN7>

Last Date for Application : **15 June, 2026**

Only shortlisted candidates will be contacted for the next stage of the selection process. Please do not send applications via email or make phone inquiries regarding the status of your application.

**Expected Date of Joining:** Immediate, preferably on or before **1 July 2026**.

### Join Youth for Social Development YSD

Become part of a passionate team dedicated to strengthening early childhood care, nutrition, and development outcomes for vulnerable children and families across Odisha. At YSD, you will have the opportunity to lead meaningful change and contribute to sustainable community development.