

Job Announcement: Training and Capacity Building Coordinator – Creche Initiative

Organization: Youth for Social Development (YSD)

Location: Padmapur Block, Rayagada District, Odisha

Employment Type: Full-time

Reporting to: Project/Program Coordinator

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 **Training and Capacity Building Coordinator** for the **Creche Initiative** in Padmapur Block, Rayagada District, Odisha, supported by the Azim Premji Foundation.

The Training and Capacity Building Coordinator will play a critical role in strengthening the knowledge, skills, and competencies of project staff, supervisors, coordinators, and caregivers through continuous learning and capacity-building processes. The position will be responsible for training need assessment, training design, facilitation, mentoring, supportive supervision, and development of learning platforms to ensure quality implementation of creche services.

Key Responsibilities

A. Pre-Setup and Setup Phase

- Develop a comprehensive understanding of the Creche Initiative by reviewing operational manuals, training modules, and implementation guidelines.
- Support, co-facilitate, and observe Caregivers' Pre-Service Training conducted by the Foundation.
- Facilitate training programs for subsequent batches of caregivers and project staff.
- Participate in community engagement activities and field visits to gain a thorough understanding of the program context.
- Support the team in the establishment and operational readiness of creche centers.

- Contribute to the development and adaptation of training materials and learning resources.

B. Operational Phase

- Demonstrate and support key caregiving, child development, nutrition, and creche management practices during the initial phase of operations.
- Conduct regular field visits to identify learning needs and provide on-site mentoring and handholding support.
- Assess training requirements and develop capacity-building plans for caregivers, supervisors, coordinators, and other team members.
- Design, organize, and facilitate regular in-service training programs, refresher trainings, and learning workshops.
- Support and co-facilitate Community Management Committee (CMC) meetings and Caregiver Review Meetings.
- Maintain records of observations, training needs, and learning outcomes to inform future interventions.
- Develop supportive supervision mechanisms and learning opportunities based on field observations.
- Prepare weekly and monthly capacity-building plans aligned with program priorities and field requirements.
- Document training processes, lessons learned, and best practices for organizational learning.

Qualifications, Experience & Skills

Educational Qualification

- Bachelor's or Master's degree in any discipline, preferably in Social Work, Rural Development, Education, Child Development, Psychology, Public Health, or related fields.
- Basic knowledge of computer applications, MS Office, Google Workspace, and digital learning platforms.

Professional Experience

- Minimum **3–5 years of relevant experience** in capacity building, training, facilitation, adult learning, community development, health, nutrition, early childhood care, or related social development sectors.
- Demonstrated experience in developing training content, facilitating workshops, and mentoring field teams.
- Experience working with community-based programs and frontline workers will be an added advantage.

Skills & Competencies

- Strong facilitation, presentation, and communication skills.
- Ability to design and adapt training materials and learning resources.

- Strong interpersonal, mentoring, coaching, and team-building skills.
- Excellent planning, documentation, and organizational abilities.
- Ability to assess learning needs and develop effective capacity-building strategies.
- Willingness to travel extensively across project locations.

Other Considerations

- Strong communication skills in the local/vernacular language and preferably English.
- Experience working with tribal and rural communities will be an advantage.
- 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 learning opportunities.
- Opportunity to contribute to a transformative early childhood development initiative.

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 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 contribute to meaningful and sustainable change in tribal communities.