

Position: Coordinator**Organisation:** Deshkal Society**Location:** Katihar, Bihar with travel to project areas across Katihar District, Bihar

Deshkal Society is a not-for profit organization engaged in research, advocacy and grassroots interventions on issues and challenges confronting disadvantaged and marginalized groups and communities, primarily Dalits, minorities, children, women, and landless labourers. The core areas of our work include social exclusion/ inclusion in primary education, land rights and entitlements, and culture and sustainable livelihoods. More details about the organization can be viewed at www.deshkalindia.com .

We are looking for a coordinator for the Internet Saathi-Digital Literacy Programme. The candidate is expected to have fairly good understanding of strategizing and implementing internal and external communication for a not-for-profit organisation that connects grassroots action with stakeholders impacting policy.

Responsibilities and Tasks:

- Support planning and coordination of a program and its activities
- Prepare communication strategies.
- Schedule and organize meetings/events and maintain agenda
- Take a leadership role to facilitate the team and project
- Should be familiar with Smartphone
- Field Quality Management work.
- Project management support related work.

Required Qualification and Experience:

- At least the candidate should be a Graduate in any stream
- Age Group between 18 to 50
- The candidate must have Smartphone
- Male candidate must have a bike for movement in the field
- The candidate is ready to move 120 villages of respective blocks for which candidate appointed.

Last date for submitting application: 28-08-2017

A detailed CV with covering letter shall be sent to: deshkal@gmail.com and cc to narayan.kumar1@gmail.com

Please note: ONLY shortlisted candidates will be acknowledged and called for interviews.