



Apne Aap Women's Collective

the right to a better life for women and children in red light areas

Program Manager, Udaan

About: Apne Aap Women's Collective (AAWC) is an anti-trafficking NGO that serves the women and children of Kamathipura, the largest and oldest red light area in Asia. AAWC provides services in finance, health, education, empowerment, recreation, and shelter home to help bring women in prostitution out of the brothels and to prevent intergenerational prostitution among their daughters. Learn more at www.aawc.in.

Job description: AAWC seeks a full-time paid staff member to plan, execute, monitor, and evaluate all activities of Udaan, including the night shelter, under supervision of the Program Director and the CEO.

Responsibilities The Program Manager, Udaan, will be responsible for the following:

- Program management
 - Prepare weekly agenda
 - Plan, execute, and conduct all program components, e.g., recreational activities, career visits, workshops, medical camps, etc.
 - Administration
 - Enroll new girls into Udaan and night shelter
 - Monitor daily attendance
 - Education
 - Conduct evening tuition classes and monitor tuition teachers
 - Facilitate school admissions for each girl
 - Conduct regular school visits and coordinate with school authorities to monitor girls' progress
 - Monitor adult literacy program
 - Health
 - Monitor daily nutrition
 - Monitor height and weight on monthly basis
 - Refer girls to medical outreach worker and follow up with cases
 - Counsel girls and mothers, as necessary
 - Outreach
 - Attend to Udaan parents who visit AAWC centre
 - Conduct home visits, as necessary
 - Shelter
 - Enroll new girls into KP night shelter and boarding homes
 - Conduct regular boarding home visits
- Communications
 - Draft letters, as necessary
- Monitoring & Evaluation
 - Maintain all registers related to Udaan program
 - Prepare monthly reports and teachers' reports

Requirements: Candidates should have the following qualifications

- Education: Master's degree in social work
- Work Experience: 3-5 years in project management supervising diverse teams of field and project staff
- Specializations
 - Advanced skills in Microsoft Word, Excel, and PowerPoint
 - Proof of ability to undertake self-training and continuous learning
- Sensitive toward AAWC members / residents of red light area
- Fluency in Hindi and English (knowledge of Marathi a plus)

Compensation: Commensurate with experience. Please state salary requirements in cover letter.

Hours: Monday – Friday (11am-7:30pm), Saturday (10:30am-7:00pm) and alternate Saturdays (after probation)