



# Apne Aap Women's Collective

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

## **Program Manager, Umang**

**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](http://www.aawc.in).

**Job description:** AAWC seeks a full-time paid staff member to plan, execute, monitor, and evaluate all activities of Umang, the toddlers' program, under supervision of the Program Director and the CEO.

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

- Program management
  - Prepare weekly agenda
  - Plan, execute, and conduct all program components
  - Education
    - Monitor *balwadi*(kindergarten) teachers and daily educational curriculum
    - Plan weekly educational excursions and workshops on hygiene, nutrition, creativity, etc.
  - Health
    - Oversee immunizations, daily nutrition and hygiene, and quarterly medical camps
    - Refer toddlers to medical field workers and follow up with cases
    - Counsel toddlers and mothers, as necessary
  - Outreach
    - Enroll new toddlers into Umang
    - Lead monthly meetings with mothers of Umang children
    - Conduct home visits, as necessary
  - Management
    - Supervise volunteers and interns, as necessary
- Communications
  - Draft internal and external communications
- Monitoring & Evaluation
  - Maintain all monitoring & evaluation related to Umang program, including attendance, educational progress reports, physical examinations, and other reports
  - Prepare monthly reports for Program Director and CEO

**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) and Saturdays (10.30 am to 7.00 pm)

**Benefits:** Alternate Saturdays off after completing the probation period.