



Apne Aap Women's Collective

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

Program Manager, Umeed

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 Umeed, the women's program, under supervision of the Program Director and the CEO.

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

- Program management
 - Prepare weekly agenda
 - Plan, execute, and conduct all program components
 - Education
 - Monitor adult literacy program and vocational training
 - Empowerment
 - Plan workshops on PAN cards, ration cards, voting cards, Aadhar cards, bank accounts, legislation on prostitution, human rights, women's rights, child rights, health, HIV/AIDS, tuberculosis, STIs, culinary health, maternal health, etc.
 - Lead monthly meetings with women
 - Health
 - Oversee quarterly medical camps
 - Refer women to medical field workers and follow up with cases
 - Counsel women, as necessary
 - Outreach
 - Enroll new women into Umeed
 - Attend to women who visit AAWC centre
 - 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 Umeed program, including attendance, medical, 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.