



Apne Aap Women's Collective

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

Senior Program Manager

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 manage programs

Responsibilities

The Programs responsibilities are as follows:

- Program management
 - Plan annual activities for Umeed, Udaan, and Umang and implement on monthly and weekly basis\
 - Enroll new members
- Outreach
 - Conduct home visits
 - Attend to women who visit AAWC centre
- Education
 - Facilitate school admissions for each girl; conduct regular visits to monitor girls' progress
 - Organize wide spectrum of extracurricular and career workshops
- Health
 - Monitor daily nutrition, monthly checkups, and quarterly medical camps
 - Provide psychological counseling, as necessary
 - Refer girls to medical outreach worker and follow up with cases
- Monitoring & Evaluation and Documentation
 - Maintain all registers related to programs
 - Prepare required monthly reports

Requirements: Candidates should have the following qualifications

- Master's degree in Arts/ Social Work or both
- Minimum 4 years in project management
- Work experience of working with children and women is preferred
- Highly professional written and oral fluency in English, fluency in Hindi (knowledge of Marathi a plus)
- Advanced skills in Microsoft Word, Excel, and PowerPoint.
- Sensitive toward AAWC members / residents of red light area

Note: Only female candidates should apply for this position

Hours: Monday – Friday (11am-7:30pm) and Saturdays (10.30 am to 7.00 pm).

Contact Person: Namita Khatu, Program Director

Contact details: hr@aawc.in, 022-23083326.

Website: www.aawc.in