Job Description

Position Name	:	Community Coordinator
Reports to	:	Manager-Program
Location	:	All Clusters

About Habitat For Humanity India:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity India began in 1983 as a grassroots effort. The housing organization has since grown to become a leading housing nonprofit that has helped over 57,000 underprivileged families in India build or improve a place they can call home. Through its housing, WASH (Water, Sanitation, and Hygiene) and disaster risk reduction and response programs, Habitat for Humanity India has positively impacted the lives of more than 3.6 million people. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.
To learn more, donate or volunteer, visit **www.habitatindia.org**

Position Purpose:

The Community Coordinator will be responsible to do the project activities in the allotted cluster to sustain the interventions. The project activities includes support for need assessment, household data collection and tabulation, sensitization of the families and the community on the key project objectives and their engagement, etc. The Field Coordinator will do regular monitoring & follow-up of the projects viz., Housing, WASH, Renewable Energy, Community Structures, etc and share day to day update to maintain quality and timeliness of the project. The Community Coordinator is directly in contact with the community, therefore responsible for safeguarding the community. It is also expected from the individual to extend necessary suport to the Manager-Program for 'Risk Assessment and Mitigation Plan" in the cluster(s) and implement the program as per the plan.

Key Responsibilities:

Community Need Assessment (20%)

1. Identify the community, conduct preliminary assessment.
2. Organize rapid survey among the households to capture and prioritize the key issues.
3. Compile and clean the data using the suggested tools and formats.Construction quality, consistency and timeliness

Community Mobilization and Engagement (30%)

1. Conduct meetings in the community and sensitize with the project objectives.
2. Conduct structured session on core interventions i.e., Housing, WASH and Renewable Energy (Solar), Community Structures, etc.
3. Build and support the communities for willful engagement in the projects.
4. Identify and sensitize the key leaders and volunteers of the community to sustain the project interventions.

Supervision & Monitoring 30%)

1. Supervise the community level activities in coordination with the gram panchayat and other stakeholders.
2. Guide the volunteers and community leaders to initiate community engagement processes in the projects.
3. Monitor the construction and installation work carried-out by the service providers/contractors.
4. Ensure that the safeguarding protocols are strictly adhered by service providers, contractors and vendors.

Networking & Collaboration (10%)

1. Collaborate with gram-panchayat and stakeholders to converge with the government schemes.
2. Network with NGOs, CBOs in the clusters for effective delivery of the behaviour change components.
3. Coordinate with the gram panchayat and other stakeholders for mobilizing community need.

Reporting & Documentation (10%)

1. Maintain community meeting minutes with signatures of the participants.
2. Maintain records of all the structured sessions in a suggested template.
3. Maintain daily intervention-wise monitoring sheet and photographs.
4. Prepare and submit monthly accomplishment report.
5. Prepare and submit monthly Safeguarding Status Update.

Education & Other Qualifications

o Graduate in Social Science/Management/ or equivalent
o 2-3 years of experience working in the community, managing the project interventions

Habitat For Humanity India : Values

o Humility: We are part of something bigger than ourselves
o Courage: We do what's right, even when it is difficult or unpopular
o Accountability: We take personal responsibility for Habitat's mission

Safeguarding:

At Habitat for Humanity India, we are committed to a culture of safeguarding and ensuring the safety and well-being of all individuals, especially children, involved in our programs. We uphold a strict zero-tolerance policy towards any form of harm or abuse. We expect all employees to adhere to our safeguarding behavioural code of conduct, prioritizing the best interests of the child and promoting a speak-up culture.

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Interested candidates should submit their application to recruitment@habitatindia.org with the subject line **"APP: Designation – Location_Full Name".**