

Job Description: Youth Coordinator – Urban Household Resilience Project

Position Title

Youth Coordinator – Urban Household Resilience Project

Location

Guwahati, Assam (with regular travel to project communities)

Reports To

Project Lead – Urban Household Resilience Project

Position Summary

The Youth Coordinator will lead the planning and implementation of youth-focused interventions that strengthen the resilience of adolescents and young people living in vulnerable urban communities. The role will mobilize, mentor, and build the capacity of youth to become active agents of change in climate resilience, disaster preparedness, livelihood development, civic participation, health and well-being, gender equality, and community action.

Working closely with community institutions, schools, youth groups, local government, and civil society organizations, the Youth Coordinator will ensure that young people meaningfully participate in project planning, implementation, monitoring, and advocacy.

Key Responsibilities

1. Youth Mobilization and Engagement

- Identify, mobilize, and organize adolescents and youth into community-based youth groups and resilience clubs.
- Promote inclusive participation of young women, young men, migrants, and other marginalized youth.
- Facilitate regular youth meetings, leadership forums, and community engagement activities.
- Encourage youth participation in local planning and decision-making processes.
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2. Capacity Building and Leadership Development

- Design and conduct training programmes on:
 - Climate change adaptation and urban resilience.
 - Leadership and life skills.
 - Gender equality and social inclusion.
 - Financial literacy and entrepreneurship.
 - Digital literacy and responsible use of technology.
 - Mental health awareness and psychosocial well-being.
 - Disaster risk reduction and emergency preparedness.
- Mentor youth leaders to lead community initiatives and peer-learning activities.

3. Community Action and Resilience Initiatives

- Coordinate youth-led campaigns on waste management, water conservation, sanitation, and environmental protection etc.
- Facilitate community mapping exercises, and neighbourhood resilience planning with youth participation.
- Promote volunteerism and civic responsibility among young people.
- Support youth volunteers during emergencies and community preparedness activities.
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4. Livelihoods and Employability

- Link youth to vocational training, skill development, entrepreneurship programmes, internships, and employment opportunities.
- Coordinate with training institutions, employers, financial institutions, and government departments.
- Support youth-led enterprises and social innovation initiatives that contribute to resilient livelihoods.
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5. Stakeholder Coordination

- Build partnerships with schools, colleges, youth organizations, community-based organizations, municipal authorities, government departments, and private sector partners.

- Coordinate youth engagement activities with project partners and service providers.
- Facilitate convergence with relevant government programmes supporting youth development and employment.
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6. Monitoring, Documentation, and Reporting

- Maintain records of youth participation, training sessions, community initiatives, and project achievements.
- Collect and analyse data related to youth engagement and project outcomes.
- Prepare monthly, quarterly, and annual progress reports.
- Document success stories, case studies, photographs, videos, and learning from youth-led initiatives.
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7. Safeguarding and Inclusion

- Ensure that all youth activities comply with safeguarding and child protection policies.
- Create safe, inclusive, and gender-responsive spaces for participation.
- Promote equitable participation of girls and young women in leadership and decision-making.
- Address barriers preventing vulnerable youth from accessing project opportunities.
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Qualifications

- Master's degree in Social Work, Youth Development, Development Studies, Sociology, Psychology, Education, Public Health, or a related discipline.
- Additional certification in youth development, community mobilisation, or project management is desirable.

Experience

- Minimum 3–4 years of experience working with adolescents and youth in community development programmes.
- Experience in urban development, education, livelihoods, or gender programmes is preferred.
- Demonstrated experience facilitating youth groups, leadership development, and community mobilisation.
- Experience working with government departments, schools, and civil society organizations is desirable.
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Required Skills and Competencies

- Strong understanding of youth development and positive youth engagement approaches.
- Knowledge of community development projects.
- Excellent facilitation, communication, and mentoring skills.
- Ability to motivate and mobilize diverse groups of young people.
- Strong networking and partnership-building skills.
- Good planning, documentation, and reporting abilities.
- Proficiency in Microsoft Office and digital data collection tools.
- Fluency in Assamese; knowledge of English and Hindi is highly desirable.
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Key Performance Indicators (KPIs)

- Number of youth groups established and actively functioning.
- Number of adolescents and youth trained through project activities.
- Percentage of young women and marginalized youth participating in leadership roles.
- Number of youth-led community resilience initiatives implemented.
- Number of youths linked to education, skills training, employment, or entrepreneurship opportunities.
- Quality and timeliness of project reports and documentation.
- Level of youth participation in community planning and resilience activities.
- Satisfaction of youth participants and community stakeholders.
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Working Conditions

- Regular travel to urban settlements and project communities.
- Evening or weekend work may occasionally be required to accommodate youth engagement activities.
- Participation in community events, campaigns, training programmes, and stakeholder meetings.
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Core Values

- Respect for young people's rights, voices, and leadership.
- Equity, diversity, and inclusion.
- Collaboration and community participation.
- Integrity, accountability, and transparency.
- Innovation and continuous learning.
- Commitment to building resilient, safe, and sustainable urban communities.

The Youth Coordinator should work closely with youth groups to support civic engagement, livelihoods, digital inclusion, and access to government programmes, helping build long-term resilience within vulnerable urban communities.

Interested candidates apply to the Program Lead/ HR Lead at careers@fstindia.org immediately with the resume and cover letter. Short listed candidates will be invited for a formal written test and interview before final selection. Refer www.fstindia.org for further details about the organisation. Candidates from Guwahati are encouraged to apply. Salary: 3 lacs per annum (CTC) depending on the experience.

Kindly mention your Expected Salary.

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