

## LittleBigHelp India Trust

**Job Title: Field Coordinator (Skill Development Project)**

**No. of Position: 1 (Not for the residential outside of Kolkata, Hooghly, Howrah, N/S 24 Parganas)**

**Location: Kolkata**

**Employment Type: Contractual (Renewal according to the performance)**

LittleBigHelp India Trust provides skills training on different trades for economic empowerment to marginalised young women, men and adolescents. The training is imparted in or near the places where the trainees can attend easily and with all required equipment and facilities. Training is held by qualified and experienced trainers and no training fee is charged. The training includes soft skills training to build confidence and entrepreneurship skills. All trainees are also taught about health, basic rights and business and job opportunities. Trainees are supported for job placements and business startups.

### Job Description:

- LittleBigHelp India Trust supports work life balance.
- Assessment to understand the need of skills training through survey, community meetings and home visits etc. and ensure that trainees are able to complete the training.
- Identify trainees, group formation and the suitable trades for skills training.
- Conduct an effective training by creating an enabling environment and engaging resources and team.
- Work together with the trainer to ensure all trainees acquire the best technical skills as per the market demand.
- Impart training on soft skills, entrepreneurship, health and entitlements for developing supporting skills using the modules.
- Organise regular activities and events for the trainees for knowledge development, exposure and achievement of project goals.
- Identify job opportunities and help business start-up planning and support implementation.
- Follow up with trainees after the training for one year to monitor their income and work and provide required assistance if required.
- Regular planning, reporting, maintaining MIS and documentation.

### Eligibility and required competency:

- The candidate should have post graduate degree in social work/development studies and reside in Kolkata, Howrah, Hooghly, North 24 Parganas of West Bengal.
- 2 years working experience with communities in NGOs.
- Prior experience of working on skills development training or vocational training or entrepreneurship or micro-enterprise development or similar projects is preferred.
- Responsible and committed to deliver quality and timely results.
- Good in communication and mobilising communities.

**Salary: Rs. 18500/- per annum only (With Provident Fund and ESI)**

Read more about the organisation on the website [www.littlebighelpindiustrust.org](http://www.littlebighelpindiustrust.org)

### How to apply:

Go to our website [www.littlebighelpindiustrust.org](http://www.littlebighelpindiustrust.org) and go to “Career” tab. Fill all the fields. Please select “Skill Development” on the field “Programme which you are interested”. Please mention **the job title in your cover letter**. Last date of application is 25/01/2025.

**Only shortlisted candidates will be contacted.**

**Your CV will be accepted only if you apply through our website and only shortlisted candidates will be contacted.**

Best Regards,

Admin Team,  
LittleBigHelp India Trust  
Cont. No. 033- 40012984  
Email: [india@littlebighelp.com](mailto:india@littlebighelp.com)