



Project Coordinator - Blossom Trust

About the Organization

Founded in 1993, Blossom Trust is a grassroots NGO based in the district of Virudhunagar, Tamil Nadu, India. With the initial focus on the social and economic empowerment of underprivileged women and a safe and nurturing space for vulnerable children, over time, we have committed to creating a strong foundation for sustainable community ownership. We believe that women have the capabilities to build resilient communities as the pillars of development; therefore, we strongly invest in the empowerment of these women through three main activities. Firstly, by establishing community-based organizations and networks which are primarily women-led. This allows collective action and collaboration to be at the forefront of our interventions, with higher success. Secondly, through advocacy and awareness-raising, we strongly believe that everyone has the right to access information. Knowledge empowerment plays a profound role in community development and allows women in the community to make well-informed decisions for themselves and their households. Thirdly, we train and invest in women to develop their skills allowing them to thrive further. Finally, towards the protection and nurturing of young minds, Blossom also operates Dayspring Children's Home which houses and educates children struggling with TB and HIV/AIDS and/or come from vulnerable households. With our vision, mission and Theory of Change in mind, we have a strong commitment towards women empowerment and community development.

Find out more about our projects on our website: <https://www.blossomtrust.org>

What we are looking for

Blossom Trust is seeking a highly motivated Project Coordinator to help us develop prospective projects and to strengthen existing ones, to target regional growth opportunities, and to develop and implement strategies in line with our goals in



Tamil Nadu. We are looking for someone with knowledge of the project cycle and grant writing to support the development of project proposals focusing on women empowerment, socio-economic development, and public health in India. Furthermore, as a Project Coordinator, you will be tasked with coordinating Blossom's current projects, which focus on integrated development of vulnerable women and children, improvement of public health (TB, HIV and COVID-19), and Transgender women's rights. Though any specific experience in these areas is not required, general knowledge on these topics, as well as on project development and proposal writing more generally, is preferred.

You will work closely with two other Project Coordinators and the Director of Blossom Trust, Mercy Annapoorani. As we are a local NGO with resource limitations, candidates must be flexible and ready to take on other responsibilities as needed. Candidates will work collaboratively in a small team, but will need to be able to work autonomously with minimal supervision.

About the Role

The successful candidate will be primarily based in Virudhunagar, Tamil Nadu. Our team works on a full-time basis from 10:00 am - 6:00 pm Monday to Saturday. Your work schedule is flexible depending on you and your time management skills. We ask for a minimum commitment of 6 months, starting as soon as possible with a possibility of starting remotely. Longer stays are welcome - please state your preference in the cover letter.

Responsibilities:

As Project Coordinator you will be part of the team that is in charge of developing new projects, documenting the current running projects and report writing. Tasks include, but are not limited to:

- Contextual research: Identify gaps and possible opportunities in the region. To develop a proposal, you must familiarize yourself with the foundation's goals and with our project's financial needs. You will need to stay up to date on current best practices in the development field.
- Grant & Report Writing: Prepare concept papers, letters of inquiry, donor reports, proposals and project outlines.



- Planning: Develop and track internal calendar of proposal deadlines for applying, monitor and evaluation of community impact and report findings to stakeholders.
- Monitoring: Support in the M&E process, develop reports for donors.
- Donor relations: Support Fundraising and Office Communications Coordinator in creating and maintaining crowdfunding projects and communication strategies.
- Communications: Managing Blossom Trust social media platforms, developing communication materials (brochures, flyers,...).
- Perform other duties as assigned.

Qualifications and Skills

Required

- In possession of or in the last phase of a relevant Master's degree (e.g. International Relations, Development Studies, Sustainable Economic Development, Entrepreneurship, Public Health, Sustainable Agriculture, or any other related field).
- Demonstrated knowledge of the project life cycle
- Demonstrated experience with project proposal and grant writing.
- Highly developed time management, organizational and communication skills
- Skilled in Microsoft Word, Excel and Google Drive
- Strong writing and research skills
- Effective team player with the ability to work and think independently while being resourceful and proactive
- Adaptable, patient, respectful of diversity and cultural differences
- Proficiency in English

Desired

- Masters degree in International Relations, Development Studies, Sustainable Agriculture, or any other related field.
- A proven track record of project and financial management of grant-funded programs



- Proven interest in working with children and on issues of healthcare, women's rights and development in the global south.

Due to the responsibilities of this position, please only apply if you fit the qualifications profile. We particularly encourage women to apply for this position.

What we offer

This is an excellent opportunity to gain insight into the operations of a grassroots NGO with a focus on women empowerment and strengthening the candidate's project writing and development skills. Basic accommodation and 1 meal a day 6 days a week will be provided, in addition to a monthly stipend in Indian rupees (5000 -Rs/month).

How to apply

Please send a **CV** along with a **Cover Letter** explaining your interest in the position, your relevant experience, and your intended period of stay to Federica Pazzini at blossom.projectcoordinator@gmail.com.

Closing position **** 30 September 2022 ****. Interviews will be conducted on a rolling basis, so we encourage you to apply early.