

“Only female candidates may apply”

Aajeevika Bureau, Salumbar, Rajasthan

Position: Program Coordinator – Women Workers and Community Leadership

Location & Travel: This is a field-based role centred around Salumbar, with frequent travel to communities across Salumbar, Dungarpur, Banswara and Udaipur districts.

About Aajeevika Bureau

Aajeevika Bureau is a non-profit organisation working with migrant workers and labouring communities to build secure and dignified lives. Established in 2005, the organisation works across Rajasthan, Gujarat, and Maharashtra through facilitation centres that support migrant workers and their families.

A key part of our work focuses on empowering women in migration-affected communities who often face invisible, unpaid, and insecure labour conditions. Through women’s collectives called *Ujala Samoohs*, we support women to access social protection, employment entitlements, pensions, ration systems, and stronger participation in local governance. Today, more than 13,000 women are part of these collectives across South Rajasthan.

Key Responsibilities

The selected candidate will play a central role in strengthening the women workers’ empowerment programme. Responsibilities include:

- Supporting overall programme planning, implementation, and progress toward goals
- Contributing to new programme ideas and approaches with a feminist perspective
- Undertaking research, documentation, and knowledge-building work
- Supporting training, capacity building, and perspective development of teams
- Coordinating with external organisations, networks, and partners
- Strengthening the structure and functioning of Ujala Samoohs and federations
- Designing tools and systems to track programme progress and outcomes
- Managing programme data, reporting and proposal development

Required Skills, Experience & Candidate Profile

- Postgraduate degree with at least 3 years of grassroots experience in the non-profit sector, preferably with women’s or adolescent girls’ collectives
- Strong understanding of labour, migration, gender, and issues faced by marginalized women and adolescent workers
- Educational background in labour studies, social work, development studies, gender studies, or related fields is preferred
- Good programme management, team coordination, communication, and digital content skills
- Ability to work collaboratively and provide leadership within teams

- Excellent written and spoken English, along with functional spoken Hindi
- This position is open to women candidates only; Dalit, Adivasi, OBC, and minority candidates are encouraged to apply
- Serious candidates who look for stability and long term meaningful work engagement are preferred.

Application Process

Please email your resume, cover letter and a writing sample to the following to jobs@aaajeevika.org by **31st August 2026**. Applications without a cover letter and writing sample will not be considered. Please mention the subject title: **FEP_Salumbar_Program Coordinator**

Compensation & Benefits

Compensation will be based on the candidate's skills and experience and will be in line with professional NGO salary standards in Rajasthan.