Position: Project Associate
Type: One year (full time)
Location: Hyderabad (Across our project implementation sites)
Reports to: Senior Project Officer/ Manager

About VOICE-4 (formally recognised as VOICE-4)

VOICE-4 is an **evolving organisation** dedicated to creating **gender transformative safe spaces** for empowering adolescents, women and youth. VOICE-4 has provided successful internships to over 7,000 college students from more than 70 colleges to positively impact the lives of over 3,50,000 adolescent boys, girls and young women in over a decade across nine states of the country.

Key focus areas:

- **VOICE-4 Girls:** Equipping adolescents with critical knowledge and life skills; **VOICE-4 Women:** Empowering young women through programmes that centre gender and leadership;
- **VOICE-4 Policy:** Advocating to address systemic gender barriers and foster equitable development;
- **VOICE-4 Innovation:** Pioneering new ideas and scalable solutions to foster gender equality.

Position Overview:

As a Project Associate at VOICE-4, you will play a pivotal role in implementing our transformative programmes aimed at empowering adolescent girls and enabling adolescent boys. You will work closely with our team to deliver high-quality training, mentorship sessions, and leadership activities designed to equip girls and boys with the skills and knowledge they need to thrive.

Key Responsibilities:

- Facilitate interactive workshops and sessions on topics such as communication skills, menstrual hygiene, gender equality, and leadership development.
- Serve as a mentor and role model for programme participants, providing guidance, support, and encouragement to help them realise their full potential.
- Collaborate with schools we work with and stakeholders to ensure the effective delivery and impact of our programmes.
- Assist in monitoring and evaluating programme outcomes, collecting data, and documenting success stories to measure the effectiveness of our interventions.
- Contribute to curriculum development, programme planning, and resource creation to enhance the quality and relevance of our offerings.

- Engage in continuous learning and professional development opportunities to strengthen your skills and expertise in the field of girls' education and empowerment.

Qualifications:

- Bachelor's degree in a relevant field (education, social work, gender studies, etc.); Master's degree preferred.
- Passion for gender equality, youth empowerment, and social justice issues.
- Strong interpersonal skills and the ability to connect with adolescent girls from diverse backgrounds.
- Excellent communication and facilitation skills, with experience in conducting workshops or training sessions preferred.
- Ability to travel throughout Telangana, Andhra Pradesh and stay on-site for the duration of field visits.
- Ability to use MS Office or similar applications for basic back-office work; advanced computer skills preferred
- Passion for gender development and empowering adolescent girls
- Proactive, self-motivated, and adaptable, with a willingness to learn and grow professionally.
- Prior experience working in the field of education, community development, or youth empowerment is an asset.

Benefits:

- Opportunity to make a meaningful impact on the lives of adolescent girls and communities.
- Professional development and training opportunities to enhance your skills and knowledge.
- Supportive and collaborative work environment with dedicated colleagues and partners.
- You will receive a stipend of Rs. 25,000 per month (exclusive of travel). Travel expenses will be reimbursed as per the actuals.

How to Apply

- Send a CV and short cover note to [**jennifer@voice4girls.org**] with the subject line "Application: Associate Project Associate."
- Visit voice-4.org for more on VOICE-4 programmes and approach.
- Office address: Flat No. 6B, Divya Sai Shakti Apartment, Dwarakapuri, Punjagutta, Hyderabad, Telangana 500082.
- VOICE-4 is an equal-opportunity employer committed to safeguarding standards in all programme and recruitment practices.