



## PROJECT COORDINATOR INTERNSHIP

<b>Title</b>	Project Coordinator
<b>Main point of contact</b>	Project Coordination team and the Director of Blossom Trust.
<b>Starting</b>	ASAP
<b>Estimated duration of role</b>	We ask for a minimum commitment of 6 months.
<b>Location</b>	Virudhunagar, Tamil Nadu, or remote working dependent upon the VISA process in the candidate's home country.
<b>Hours</b>	Working hours are 10:00 am - 6:00 pm Monday to Saturday Indian Standard Time, when based in Tamil Nadu. Remote interns will have more flexible working hours.

### About Blossom

Blossom Trust was founded in 1993 as a grassroots NGO with an initial focus on social and economic empowerment of underprivileged women and a safe and nurturing space for vulnerable children living in Virudhunagar, Tamil Nadu. Over time, our work has broadened into supporting those living with HIV/AIDS, TB and diabetes and building community capacity in disadvantaged areas of Tamil Nadu, while still remaining true to our original objective of female empowerment.

Blossom has built its international donor base with volunteer outreach, an internship programme and establishing partnerships with global stakeholders, involving beneficiaries in the planning, implementation, monitoring and evaluation of its projects.

Our goal is to create a strong foundation for sustainable community ownership and national coalitions for marginalised individuals. We aim to achieve this through building community-based institutions, by promoting community awareness, and in supporting community development through grassroot initiatives. In responding to the needs of our beneficiaries, Blossom Trust works in a variety of domains ranging from economic empowerment and microfinance, to environmentally focused agriculture, to health advocacy and forums supporting transgender women and individuals infected/affected by HIV/AIDs and TB.

To find out more about our vision, mission and current projects, visit our website:  
<https://www.blossomtrust.org>

### **What We're Looking For**

Blossom Trust is seeking a highly motivated Project Coordinator Intern to help us strengthen existing and prospective projects, target regional growth opportunities, and develop and implement strategies in line with our goals in Tamil Nadu. We are looking for someone with a basic knowledge of the project cycle to support the development of public health, agricultural and economic proposals targeting marginalized rural populations in India.

Our immediate priority is the development of our agricultural project, particularly focusing on funding success. We are also working to implement a COVID-19 project and the develop our Transgender Peer Support network. These are all undertaken with a focus on the empowerment and agency of women. Any specific experience in these areas is preferred, but not required.

You will work alongside the Project Coordination team, Fundraising and Communication Volunteer 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.

### **Responsibilities**

As Project Coordinator you will be part of the team that is in charge of creating new projects, overseeing the current running projects and the evaluation of completed projects.

Tasks include, but are not limited to:

**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.

**Planning:** Develop and track internal calendar of proposal deadlines for applying, monitor and evaluation of community impact and report findings to stakeholders.

**Report Writing:** Prepare concept papers, letters of inquiry, donor reports, proposals and project outlines.

**Monitoring and Evaluation:** Monitoring and evaluating projects success and making the necessary changes, researching successful project implementation methods and incorporating them.

**Donor Relations:** Assist with the maintenance of our crowdfunding pages and fundraising and communication strategies.

**Volunteer Management:** Oversee the recruitment, screening and stay of volunteers.

## Qualifications and Skills

### Required

- Bachelor's degree, preferably in International Development, Global Health or a related field.
- Demonstrated knowledge of the project cycle.
- Strong writing and research skills.
- Experience in organising and prioritising work.
- Skilled in Microsoft Word, Excel and Google Drive.
- Effective team player with the ability to work and think independently, and to be resourceful and proactive.
- Adaptable, resourceful, patient, and respectful of diversity and cultural differences.
- Proficiency in English.

### Desired

- Master's degree.
- Experience with grant writing
- Experience living in or knowledge about the Global South.
- Demonstrated interest or experience in India
- Demonstrated interest in international development.
- Demonstrated interest in HIV/AIDS, Tuberculosis, COVID-19 and/or Diabetes.
- Demonstrated interest in environmental and agricultural sustainability.
- Demonstrated interest in women's rights or gender issues and children.

## Duration

Given the current COVID-19 situation in India, the internship will either be situated in Tamil Nadu with the rest of the team or the intern will work remotely in their home country. This will depend upon the VISA process and entry requirements of the candidates home country.

### Remote Working

Remote workers are offered flexible working hours but must be able to commit to regular virtual meetings with the Director and interns. The candidate must be excellent at working independently and communicating with the team remotely, through video calls and maintenance of an online database.

### Working in Tamil Nadu

If the successful candidate is able to travel to Tamil Nadu, they will be based in the Blossom Trust office in Virudhunagar, Tamil Nadu where basic accommodation and simple food will be provided. Our team in Tamil Nadu works on a full-time basis from 10:00 am - 6:00 pm Monday to Saturday.

**Whether remote working or situated in Tamil Nadu, we ask for a minimum commitment of 6 months, starting ASAP. Longer stays are welcome, please state your preference in the cover letter.**

### **Compensation**

The intern will be offered a stipend **when working in Tamil Nadu**. This will include 3,000 INR stipend per month, simple meals per day (6 days a week) and basic accommodation in Virudhunagar.

### **How to Apply**

Please send your CV along with a cover letter explaining your interest in the position, your proficiencies/suitability to the role and your intended time commitment to [blossom.projectcoordinator@gmail.com](mailto:blossom.projectcoordinator@gmail.com).

Interviews will be held on a rolling basis and we reserve the right to close applications when a suitable candidate is found. Please message [blossom.projectcoordinator@gmail.com](mailto:blossom.projectcoordinator@gmail.com) if you have any questions regarding the position.

*Due to the nature of this job, we strongly encourage women and members of the LGBTQIA+ community to apply for this position.*