Milaan
Building a movement of Girl Leaders

Position	Block Program Coordinator
Location	Bahraich, Shravasti & Balrampur District, Uttar Pradesh
Reporting Officer	District Program Officer
Type	Full-Time

Position Brief

The Block Program Coordinator (BPC) will lead the implementation of Milaan Foundation's System Integration program at the block level in Bahraich/Shrawasti/Balrampur. The BPC is accountable for achieving agreed block-level GIP targets and outputs, managing the block-level budget, supervising field operations, and providing continuous support to Anganwadi Workers (AWWs). The BPC will lead engagement with the BDO, CDPO/ICDS Supervisor, block administration, community leaders and other relevant government departments.

The role also includes overseeing and supporting the Block Coordinator–MEL and Block Coordinator–Training, and coordinating the BPC, Training and MEL functions through integrated block-level reviews, so that sessions on life skills, leadership, health, and nutrition for adolescent girls are delivered to a unified, high standard.

The ideal candidate will demonstrate a passion for gender equality, youth empowerment, and community engagement, with the ability to cultivate safe, inclusive, and vibrant learning environments through community-led initiatives.

Key Roles and Responsibilities

1. Ensure smooth day-to-day implementation of the System Integration program across villages and Anganwadi Centres by developing and implementing the block-level programme plan.
2. Ensure achievement of agreed block-level GIP targets and outputs, tracking progress against the implementation plan and identifying bottlenecks so that timely corrective action is taken.
3. Prepare and monitor the block-level budget, track expenditure against the approved budget, ensure timely and appropriate utilisation of programme funds, and maintain the required financial records and documentation.
4. Provide continuous field support to AWWs to strengthen delivery of life skills, leadership, health, and nutrition sessions.
5. Enable support structures (youth volunteers, peer groups, community champions) that help AWWs sustain girls' group activities and encourage regular participation.
6. Lead block-level engagement with the BDO, CDPO/ICDS Supervisor and block administration, and maintain strong coordination with block-level officials.

7. Build constructive relationships with AWWs, ANMs and ASHAs, and build partnerships with government departments (ICDS, Education, Health), CSOs/NGOs, and local institutions to enable effective program operations.
8. Represent Milaan in block-level government meetings and reviews, community meetings and stakeholder platforms to enhance visibility and advocate for adolescent girls.
9. Engage with parents, community members, and local influencers to build trust, promote awareness, and mobilise support, and identify opportunities for government convergence and programme sustainability.
10. Conduct regular field visits to observe sessions, assess facilitation quality, track participation, and identify implementation gaps.
11. Maintain accurate programme records, validate session data, photos, and reports, and ensure timely submission to District/State teams.
12. Review block-level data and dashboards, prepare the monthly progress report with quantitative updates and qualitative insights (narratives, challenges, success stories), and use the evidence to initiate corrective action.
13. Provide guidance and oversight to the Block Coordinator - MEL and Block Coordinator - Training, and coordinate the work of the three functions through integrated block-level reviews.
14. Mentor and support the block team, identify capacity gaps, develop a learning plan with the District Program Officer, and ensure regular team learning, reviewing monthly learning to improve programme quality.
15. Ensure safeguarding and child-protection concerns are identified, appropriately escalated and addressed, and promote gender-equitable practices across programme implementation.
16. Ensure timely response to operational and field issues, lead corrective actions based on field challenges and learning, and support programme adaptation and continuous improvement.
17. Support district/state teams in organising and facilitating trainings, assessments, monitoring visits, events, and partner meetings.
18. Assist in planning and implementing cultural, art-based, and sports-led engagements that promote leadership, confidence, and gender-equitable behaviours among adolescent girls.
19. Strengthen own capacity through required trainings and learning opportunities.

Qualifications and Skills

1. Bachelor's degree in Social Work, Gender Studies, Education, or related fields (Master's preferred).
2. Minimum 3–5 years of experience in program coordination, field supervision, or community-based initiatives with adolescents or women.

3. Strong understanding of gender equality, adolescent engagement, and life skills-based education.
4. Proven experience in team management, capacity building, and quality assurance in development programs.
5. Experience in programme budget preparation, expenditure tracking and financial documentation.
6. Excellent facilitation, communication, and report-writing skills.
7. Basic proficiency in MS Office, Google Suite, and digital documentation tools.
8. Ability to analyze field data and dashboards, identify trends, and prepare reports with insights and recommendations.
9. Experience in stakeholder engagement and collaboration with government departments such as the ICDS department, the Education Department, the Health Department, and other government agencies.
10. Strong conflict-resolution, mentoring, and motivational abilities to guide a large and diverse team.
11. Ability to manage and support a large and diverse team, handle conflicts with maturity, and maintain a collaborative, respectful work environment free from bias or internal politics.
12. Commitment to child safeguarding, gender sensitivity, and ethical conduct in all professional interactions.
13. Willingness to travel extensively within the block and work closely with community members and field teams.

How to apply?

Please send your CV along with a Cover Letter telling us in brief why you are suitable for the position to careers@milaan.in with the subject “Application for Block Program Coordinator”.

CTC for this position will be 3.6 to 4.2 LPA, depending upon skillsets and years of experience

Note: Milaan is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, disability, or sexual orientation, and evaluate all candidates based on merit.