



WE ARE HIRING!

Coordinator – Worker Facilitation Centre

Location: KUDUS (Wada, Palghar district)

The **Worker Facilitation Centre (WFC)** is a significant intervention being set up under the Social Compact in the industrial area of Wada, Palghar. WFC in Wada is hosted and managed by Ajeevika Bureau and ECONET. The function of the centre is to act as a space for workers to walk in for information, counselling and access to government schemes and benefits. The WFC seeks to provide targeted services to workers in the realms of financial inclusion, social security, health and legal aid. The WFC team is expected to operate a mobile help desk that will be rolled out in adjacent industrial clusters based on a pre-determined schedule. Wada Worker Facilitation Centre (WFC) opened its office in Kudus in 2024. Within a one year's time WFC has reached out to not only industrial migrant workers in the MIDC factories but has successfully gained the trust of the local workers – domestic workers, casual labour, naka workers, brick kiln workers, construction workers and agriculture workers. Apart from providing benefits to the workers to access welfare and social security schemes/programmes of State and Central governments, Wada WFC has been able to build a good network with the local businesses, government offices and village panchayats. Wada WFC is a modest set up in Kudus with a team of community mobilisers and volunteers. **Currently, we are looking for an experienced and people-oriented candidate for Coordinator's position.**

Roles & Responsibilities

The Coordinator (Worker Facilitation Centre) will lead the project design and implementation of outreach and service delivery to migrant workers in the industrial clusters around Wada, Palghar. Specific roles and responsibilities are as follows:

- Lead the design and implementation of operational work plans in alignment with the objectives of the initiative. Overall management of interventions including planning, execution and conflict resolution at the WFC level. This includes hand-holding support for service camps and other activities as and when required.
- Liaison extensively with local governments and important stakeholders in the government to help advance the defined outcomes of the Compact. Ability to file applications related to entitlements, knowledge and skill to follow up with entitlement claims through various e-portals, and physical government offices.

- Track progress against defined outcomes of the Compact
- Lead outreach regarding various services provided by the WFC among migrant workers employed in the industrial clusters around Wada, Palghar. Building rapport with various worker groups through regular visits and follow-ups.
- To organize and facilitate monthly review and planning meetings cum training of facilitators and volunteers.
- Organizing regular meetings and workshops for workers regarding various social security schemes and entitlements, financial literacy, primary and occupational health, legal awareness and other issues related to enhancing the dignity and welfare of workers.
- Design systems to regularly document and showcase the impact of the initiative.
- Enabling access of workers to various government benefits and entitlements.
- Designing and implementing mass publicity events, campaigns and tools around the functions and services of the Worker Facilitation Centre and ensuring walk-ins, enrolments, linkages and facilitation of benefits.

Desired Skills & Experience

- Postgraduate with an educational background in social work/Development studies/social sciences or similar disciplines would be preferable.
- At least 3-5 years of work experience. Experience in labour welfare and labour rights would be highly preferable. The position demands a willingness and interest to work in the community and engage with unorganised sector workers, who may need help to reach out. Work hours and the field area would be demanding and the candidate would need to be prepared for the same.
- Sound knowledge of Marathi, Hindi, and English along with basic knowledge of computers and ability for documentation is essential.
- Women candidates are strongly encouraged to apply.

Our salary offer will be in the range of 25 to 30 Thousand, professionally run non-profit development organisations. We aim to be a gender-just, equal-opportunity employer for building diversity in our teams.

Applications for this position can be sent to econet.pune@gmail.com; jobs@aajeevika.org with your latest CV and a cover email letter. The last date for receiving applications is **25th September 2025**. Please mention the position clearly in the email subject line.