



Project Coordinator (1 Position)

Job Title	Project Coordinator
Location	Ghoramara Island, South 24 Parganas, West Bengal
Type	Full time
Project Duration	3 Years (2025–2028)
Monthly Salary	INR 22,000

About SEED:

SEED (Society for Socio-Economic & Ecological Development) is a Kolkata based NGO working in the Sundarbans for over two decades to empower climate-affected communities. Through integrated programs in water conservation, child development & education, climate-resilient livelihoods, mangrove restoration, biodiversity and environment education, SEED has impacted over 3.66 Lakhs lives while building climate resilience in one of India's most vulnerable ecological zones.

About the Project:

The project aims to ensure year-round access to safe drinking water for all 1,150 families across 6 villages in Ghoramara Island, address irrigation water scarcity for approximately 250 farmers, and improve the income of 50 landless families through small-scale livelihood activities in one of India's most climate-vulnerable regions in the Sundarbans.

Position Overview:

The Programme Coordinator will oversee planning, implementation and monitoring of all project activities—covering water resource management, livelihood enhancement and community mobilization. The role requires leadership, coordination and hands-on field engagement in a remote, climate-affected setting.

Note: The selected candidate will be placed at SEED's residential facility in Raypara village, Ghoramara Island and will be required to bear their own food expenses.

Key Responsibilities:

- Lead and monitor project interventions—installation of raised handpumps, pond restoration and livelihood support.
- Coordinate with technical expert and project director at the organisational level and community institutions and Panchayat representatives at the village level for smooth execution.
- Facilitate community mobilization, capacity-building trainings and inclusion of women and marginalized families in all activities.
- Supervise field facilitators and ensure timely documentation, reporting and data collection.
- Prepare monthly and quarterly progress reports and success stories; represent SEED at local meetings.
- Report and liaison with the funding organisation.
- Ensure disaster preparedness and promote climate-resilient practices in all interventions.



Qualifications and Experience:

- Master's in Social Work or related discipline.
- Minimum 8 years' experience in community development, WASH, or rural livelihoods.
- Experience in project management, team supervision, and coordination with local institutions.
- Prior work experience in the Sundarbans or similar rural, climate-vulnerable regions preferred.

Skills, Competencies & Working Conditions:

- Strong communication in Bengali and Hindi; working knowledge of English.
- Excellent leadership, planning and reporting skills.
- Ability to work independently in challenging field conditions.
- Commitment to SEED's mission of sustainability and community empowerment.
- Proven ability to mobilize communities, build trust, and work independently in remote settings.
- Physically fit and adaptable to challenging terrain, weather and travel by foot or boat.
- Role requires daily village visits, with occasional weekend or holiday work as per project needs.

Application Process

Interested candidates should submit:

Updated CV/Resume with contact details of two references along with brief statement explaining interest in the position and relevant work experience (maximum 300 words) via email at seed.naktala@gmail.com



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