

## **Job Description of Coordinator for Skill Development Lectures**

**Role:** Coordinator for SDL (1 per Chapter/Unit)

**Objective of the Role:** To organize effective and impactful Skill Development Lectures in your Chapter and arrange the resources required therein (content, speakers etc.). Monitor the development of the SDL project in your Chapter.

### **Responsibilities:**

- 1) **Organize:** Lead the entire SDL activity in your chapter and organize all the resources that will be required therein. Organize a team of well-motivated individuals to help you with your activities.
- 2) **Co-ordinate:** Co-ordinate with the Content-writers to source the PPTs and training modules. Co-ordinate with the Speakers and keep a track of their availability . Also co-ordinate with the institutions where the SDLs will be conducted.
- 3) **Track and Assess:** Track the progress of the SDL activities in your Chapter. Share monthly activity and progress reports with the Central team. Also assess the impact of your activities by sourcing proper feedback.
- 4) **Communicate:** Regularly update the Central team with the activities in your Chapter and communicate problems if any.
- 5) **Mocks:** Conduct Mock sessions for Speakers and arrange the team of AMP members for assessment.
- 6) **Records:** Keep a database of all the SDLs conducted in your Chapter and the Speakers who conducted them. Also maintain an archive of the PPTs presented. If possible record Videos of the sessions for the Central archives.
- 7) **Targets:** Meet the Targets set by the Central team for your Chapter and set monthly personal targets as well.
- 8) **Budgeting:** Prepare a monthly budget for the SDL activities in your Chapter and source funds from the Central team. Provide the Central team with a Monthly Expenditure report.
- 9) **Compliance:** Ensure complete compliance with the SDL Code of Instructions and the AMP Professional code. Meet with all internal standards.

### **Skills Required:**

- 1) Good organizational skills.
- 2) Good Interpersonal skills and Networking abilities.
- 3) Good language skills and fluency in English, Urdu and Hindi.
- 4) Should be a good Team-player
- 5) Should be good at establishing professional rapport.
- 6) Should be willing to work in accordance with the standards set by the Central Team.
- 7) Should be self motivated and ready to work for the upliftment of the community

**Payment:** This is a voluntary position. No kind of remuneration is given for these services. However you will be provided with the funds required to take care of the organizational expenses each month.

**Estimated Work Hours:** 5-6 hours each week.



Striving for Peace and Progress

**Association of Muslim Professionals**

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**Benefits:**

- 1) Develop your communication and interpersonal skills
- 2) Improve your organizational skills.
- 3) Develop Leadership abilities.
- 4) Develop a strong Social network and connect to a wide variety of people.
- 5) Get updated about various careers to guide your contacts & others to make the best career choices.
- 6) Get access to a wide variety of professional resources developed by industry experts in the AMP professional network.
- 7) Develop excellent competency as a Manager and overcome the hesitation of taking up challenging assignments. You will be able to rise to similar opportunities at work and get noticed which will further translate in good career progression.
- 8) Interact with experienced professionals across industries. Great Networking opportunities.
- 9) Professional references and recommendations can be provided from the AMP Team.
- 10) Most importantly, the joy and satisfaction of spreading knowledge across thousands of students /professionals.