



About Avasant Foundation

Avasant Foundation (AF) (www.avasantfoundation.org) is a 501(C)(3) not-for-profit organization in the State of California, established under the aegis of Avasant LLC. The foundation works to improve lives and communities by empowering high potential, deserving youth in developing countries through education, employment & entrepreneurship initiatives in the new digital economy. The Foundation leverages best practices and knowledge base from its parent organization Avasant, to empower economically disadvantaged communities and utilizes Avasant consultants' expertise in the development of training using technology and innovative skills.

Our Vision:

That all youth are afforded opportunities to become contributing members of the global community and succeed in the new digital economy.

Our Mission:

To improve lives and communities by empowering youth in emerging economies through education, employment, and entrepreneurship.

Avasant Foundation empowers disadvantaged youth to succeed in the new digital economy with its focus on Education, Employment, and Entrepreneurship through Avasant Digital Youth Employment Initiative (ADYEI). It has enabled creation of 25,000 sustainable jobs for youth through digital youth employment training, focusing on the technological needs of the current job market.

About Avasant

Avasant, headquartered in Los Angeles, USA, is a leading management consulting firm focused on translating the power of technology into realizable business strategies for the world's largest corporations. Specializing in digital and IT transformation, sourcing advisory, global strategy, and governance services, Avasant prides itself on delivering high-value engagements through industry-focused innovation and flexible client-based solutions. Avasant strives to provide the best real-world management solutions to its global clientele. Leveraging its world class resources and its global team Avasant delivers superior business outcomes in four primary domains: Digital Strategy, IT and Business Transformation, Sourcing Advisory, and Global Strategy, and offers additional solutions through its Managed Governance Services and Avasant Law solutions. By providing consultancy services through these broad range of domains collectively, Avasant has conducted more than 1,000 engagements in over 40 countries. Avasant's engagement in the global market has inspired a strong commitment to community and purpose.



Program Coordinator Job description

The Program Coordinator (PC) will provide delivery support to Avasant Digital Youth Employment Initiative training programs. The PC reports directly to Chitra Rajeshwari, Executive Director, Avasant Foundation.

- 1- Supporting Avasant Foundation's initiatives on the ground in Georgetown, Guyana
- 2- Recruit deserving youths from economically challenged backgrounds to participate in Avasant Digital youth Employment Initiative which includes:
 - ❖ Advertising the trainings using social media, reaching out to local youth groups, church programs, youth services and local NGOs
 - ❖ Interview and selection process, to help recruit youths based on our requirement rules and procedures
 - ❖ Assist with locating space for interview process
- 3- If required assist with locating space for training
- 4- Be engaged with the students' throughout the interview process and trainings
- 5- Point person for the students if when they need support
- 6- Point person for the trainers during the training period.
- 7- Be present in the classroom during the training period
 - ❖ Trainings are held Monday through Friday except on public holidays
 - ❖ Take attendance every day
- 8- If required assist the trainer in the classroom including marking the test papers
- 9- If required identify catering company to supply lunch everyday once the training starts
- 10- If required dispense student's stipend each day
- 11- Develop report after each module is completed and send to Avasant Foundation
- 12- Assist with the graduation ceremony which will be held after each cohort
- 13- Send training summary once training completed
- 14- Ensure students complete their resumes and share with Chitra Rajeshwari.
- 15- If necessary, assist the students during the job interview phase
- 16- Track job placement