



# JOB Description

## Position: Project Associate

Location: Chennai



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**Amenity Lifeline Emergency Response Team (ALERT)** is a volunteer driven NGO that empowers a common man to save lives and ensure 'Right to Life' a reality in India. Core initiative of ALERT is to have an efficient Golden hour care and Emergency Response Management in India. ALERT currently has offices in Chennai, Coimbatore, Puducherry and Bangalore. ALERT is one of the pioneers in the field of imparting Emergency Response training to common man. The ALERT Head office in Chennai is looking for a multifaceted purpose driven professional for whom bringing social changes and making an impact in the society is more meaningful. The role is ideal for candidates who want to contribute to the social sector while leveraging their communication, coordination and IT skills. The position involves supporting ALERT's IT initiatives, ensuring effective communication between stakeholders, and adapting to new and evolving projects within the organization.

### Key Responsibilities

- Gather and document project requirements.
- Coordinate and communicate the requirements with external development teams and stakeholders and ensure timely execution of projects.
- Test and validate IT applications for functionality, usability, and performance to ensure maximum benefit to users.
- Attend meetings with development and implementation teams to ensure project progress as per the agreed timelines.
- Maintain clear communication with stakeholders and ensure timely project updates.
- Ensure seamless delivery and implementation of IT and non-IT projects, aligning them with ALERT's vision.
- Collaborate with internal teams to align IT initiatives with ALERT's program objectives.
- Contribute to planning and execution of non-IT projects as needed, demonstrating adaptability and willingness to learn.
- Prepare monitoring, evaluation, and usage reports to track impact and continuously enhance project outcomes.
- Support organizational initiatives that enhance community impact.

### Education & Experience:

Bachelor's or Master's degree in computer science with minimum 2 years of work experience in IT projects.

### Skills & Competencies

- Excellent written and verbal communication skills.
- Collaborative team player who thrives in dynamic environments.
- Multitasking and time management skills with ability to prioritise tasks.
- Proven experience in IT applications, requirement gathering, documentation, and testing.
- Ability to coordinate seamlessly with external and internal teams.
- Quick learner with problem-solving skills and adaptability.
- Ability to build trust and follow-up
- Passion to work in the NGO/social sector and contribute to community impact.



*"Train one in every family in emergency response"*  
Goal given to ALERT by Dr. APJ Abdul Kalam



**ALERT**

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