



Vicente Ferrer

Rural Development Trust

**Environmental
Project Coordinator**

Job Description

RDT is looking for **Environmental Project Coordinator** in a full time capacity to support the organization's environmental sustainability practices. This position consists of introducing environmentally sustainable solutions throughout the organization's ongoing and upcoming projects and programmes as well as in its infrastructure.

The Coordinator's responsibilities involve handling issues related with water management, energy usage, solid waste management and protection and conservation of natural resources among others.

Key Responsibilities & Duties

- Identify root causes of environmental problems and assess potential environmental risks in the organization. Conduct required environmental observations, tests and analysis in order to reach conclusions.
- Propose appropriate action plans and protocols. Design innovative ideas and solutions that are feasible in the given context to improve the environmental practices in the organisation.
- Work with cross-functional teams to implement solutions, ensure environmental management and perform regular site inspections for monitoring.
- Coordinate with different partner organizations or companies that are involved with the study of RDT's practices as well as in the implementation of solutions.
- Provide assistance to the team and organize trainings for different staff in the organization.
- Coordinate with Communications team to build necessary digital and print content for awareness campaigns.
- Stay updated with new developments in environmental policies and regulations, as well as in new technologies and solutions related to the projects.

Requirements

- Bachelor's degree in Environmental Science, Ecology, Sustainable Development, Environmental Engineering, Environmental Management or related field. Higher Education in related field is a plus.
- Experience in a similar project is a plus.
- Excellent written and verbal communication skills in English. Verbal and written skills in Telugu is a plus.
- GIS knowledge will be highly considered.
- Proficiency in MS Office. Proficiency in any other creative computer tools is a plus.

Skills

- Social skills: sensitivity to interact with people from different cultures.
- Team player: Able to work with a team of 3-4 people. Also good in coordinating with people working in other departments in RDT and other organizations.
- Analytical Skills: Able to work with data from different sources, and draw logical and meaningful conclusions.
- Ability to multitask and monitor several projects on a daily basis.
- Being proactive and willing to take initiative.

General Details

Location: Anantapur, Andhra Pradesh

Reporting to: Environmental Project Manager

Application process

All applications to be sent to: architech@rdt.co.in with the subject line "***Environmental Project Coordinator***".

- The application must include: Resume/ CV.

About the organisation

Rural Development Trust (RDT) is an NGO established in 1969 that works towards the empowerment of rural communities in India and supports them in their struggle to eradicate poverty, suffering and injustice. Today RDT implements sustainable development programmes to ensure access to quality education, primary and hospital health care, housing and basic infrastructure, ecology and sustainable livelihoods; to support the empowerment of women, people with disabilities and tribal communities, and to unleash the full potential of future generations through culture and sports