Job Title	:	Center Coordinator – Naari Network Excellence Center
Location	:	Khambhalia, Devbhumi Dwarka, Gujarat
Experience Required	:	3–5 years in entrepreneurship, MSME support, livelihood programmes, or related fields
Educational Qualification	:	Graduate/Postgraduate in Business Administration, Management, Entrepreneurship, Social Work, Development Studies, Commerce, or a related field
Skills required	:	Working knowledge of MS Office
Language	:	Proficiency in Gujarati and Hindi (written and spoken) is essential; English is an added advantage
Remuneration	:	As per market standards
Application Deadline	:	October 30, 2026
Expected Date of Joining	:	Immediate
Apply at	:	https://forms.gle/5GStF9pGfuum7FZ86 careers@fwwbindia.org

About the Position

The NNEC Coordinator will coordinate the day-to-day functioning of the NAARI Network Excellence Centre (NNEC), a one-stop facilitation center for women entrepreneurs. The role involves reaching out to entrepreneurs, assessing their business needs, connecting them with relevant experts and institutions, coordinating internal teams, and tracking support until completion. The coordinator will facilitate access to specialized services rather than provide technical or professional services independently.

Key Responsibilities

- **Entrepreneur Outreach:** Promote NNEC services, mobilize women entrepreneurs, register beneficiaries, and assess their enterprise-related needs.
- **Expert and Service Provider Coordination:** Develop a network of experts and service providers and facilitate access to support for business registration, statutory compliance, finance, and other enterprise requirements.
- **Internal Team Coordination:** Work with FWWB teams, including the Marketing Officer, to ensure coordinated support and avoid duplication of services.
- **Entrepreneur Handholding:** Guide entrepreneurs on available services, coordinate referrals, follow up on pending cases, and ensure timely resolution of their requirements.
- **Marketing and Market Linkages:** Coordinate with the Marketing Officer to facilitate exhibitions, trade fairs, buyer–seller meets, digital marketing support, and market access opportunities.
- **Government Schemes and Institutional Linkages:** Facilitate connections with relevant government departments, banks, financial institutions, MSME institutions, and entrepreneurship support programmes.

- **Training and Capacity Building:** Identify entrepreneurs' learning needs and coordinate awareness sessions, training programmer, and expert consultations.
- **Networking and Partnerships:** Build relationships with service providers, institutions, industry associations, and other organizations to strengthen support for women entrepreneurs.
- **Centre Operations:** Manage entrepreneur registrations, need assessments, referrals, consultations, documentation, and the Entrepreneur Support Tracker.
- **Monitoring and Reporting:** Track the progress and outcomes of entrepreneur support, maintain updated records, prepare monthly reports, and document success stories.
- **Service Improvement:** Identify gaps in available services, gather entrepreneur feedback, and suggest improvements to strengthen NNEC operations.

Salary Range

To be finalized based on the candidate's experience and suitability.