Self Reliant India (SRI)

Is looking for Program Coordinator

Job Summary:

Self Reliant India is looking for a Program Coordinator to help manage different learning centers and fellows of a District. The Program Coordinator will be responsible for monitoring the different processes at learning centers, Monitoring Youth Fellows/Teachers, Developing and executing Weekly Planning by Fellows/Teachers, and working closely with staff and other stakeholders (Govt. Departments, Teachers, Parents, and Community) to develop and execute effective processes. The selected individual will also be responsible for arranging staff and Fellow training sessions and developing work schedules for the Fellows. This job may include some overtime as well as occasional weekend work. We're looking for someone who can operate effectively with little or no supervision and who can manage multiple tasks at once without becoming overwhelmed.

Responsibilities and Duties:

- Develop comprehensive reports on ongoing processes and submit summary reports to the Program Manager/management each month
- Coordinate between Learning centers and Govt School (Fellow-Teacher Sharing, Center Timings, Any issues faced by Fellows at centers)
- Management and coordination of Fellows/ Teachers (Fellow/ Teacher Attendance and Holidays, Fellow/ Teacher Update Calls, and maintaining Individual Fellow/ Teacher Database)
- Learning Center Visit (2 Visits per center in a month, Classroom Observation, and Lesson Planning Feedback)
- Learning Material – Designing and Execution of Weekly, Monthly and Daily Test (Test Paper Formation, Designing and Monitoring of District Test Processes and Timelines)
- Planning and Execution of Monthly Capacity Building Workshops and Exposure Visit for the Fellows/ Teachers.
- Observe and provide Feedback on PTM at the center, Teacher-Fellow Sharing/Teacher-Community Sharing, Event organized by the Fellows/ Teacher)
- Help and Support Fellows/Teachers in Designing and Implementation of different events organized by Fellows
- Reaching out to communities/B.ED Colleges and District Education Dept, and organizing the selection process for the Fellows/Teachers.
- Performance Update Meetings with School, BEO & DEO, and Community Members.
- Support in Community /Home Visit by the Fellows/Teachers for retention of kids at centers.

Qualification and Skills:

- Graduation/Masters in any stream.
- Strong Communication and Articulation Skills
- Excellent Problem solving and Stakeholder Management Skills
- 3+ Years of Experience in the Education Sector.

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- Motivated and ready to travel whenever required.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
- Ability to analyze and revise operating practices to improve efficiency
- Detail oriented and comfortable working in a fast-paced office environment

Program Design and Implementation

- Work with core team/ Program Manager to develop assessment modules - monthly/weekly tests
- Work with finance team/ Program Manager/ Admin Head for effective planning /execution of Fellow Capacity Building workshops and exposure visits
- Monthly center visits to get feedback from students and on-ground support to Fellows/ Teachers for In-class activities/transactions.

Team Management:

- Ensure that the fellows/Teachers and Admin Head work in an effective manner and are on a self-growth track
- Demonstrate and instill value-driven individual and team approaches to ensure an optimal, harmonious and inspiring work environment.

Research and Learning:

- Support the development of research objectives around Fellow/Teacher learning and curriculum development.
- Promote organizational learning in support of our understanding that learning organizations are more effective, efficient, and relevant to the communities.
- Help and Support the Admin Head in the Implementation of different events organized by Fellows/Teachers.
- Performance Update Meetings with School, BEO & DEO, and Community Members.
- Community /Home Visit of the Fellows and Students for more retention and Understanding of kids and Fellows.

Salary –

Location:

Interested Candidates can send their CV at info@srindia.org with subject Application for PC_Almora.