

Job Description - Program Associate

Position	Program Associate
Location	Chitrakoot, Siddharth Nagar (Uttar Pradesh)
Grade	Associate
Reporting to	District Program Manager
Nature	Fixed Term Contract
Kind of engagement	Work from Office (onsite)

About LLF

Language and Learning Foundation (www.languageandlearningfoundation.org) is a New Delhi-based non-profit organization with the vision of enhancing equitable student learning, especially language and literacy development, through the professional development of teachers and teacher educators, building/sharing knowledge, and implementing projects in collaboration with state governments. LLF currently works with 7 state governments across the country.

About the programs:

[Language and Learning Foundation](http://www.languageandlearningfoundation.org) (LLF) is a New Delhi based non-profit organisation with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. LLF is a system-focused and impact-driven organization dedicated to addressing the foundational learning crisis in collaboration with the national and state governments in India. Over the past 8 years, we have improved foundational learning outcomes of 850,000+ children and classroom processes of 2,50,000+ teachers and teacher educators across 8 states. LLF currently works with 8 state governments across the country. To know more about the organisation, click [here](#).

Position Description

The Program Associate - Academics will play a crucial role in supporting the academic team by coordinating with consultants and vendors, assisting in academic material development, and providing administrative and accounts support. This role requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks effectively.

Roles and Responsibilities:

Coordination with Consultants and Vendors:

1. Manage the selection and contracts of designers, illustrators, proof readers, and consultants.
2. Support the formulation of Statements of Work (SOW) for consultants, and manage approval and engagement processes.
3. Coordinate with internal and external consultants on design and editing work.
4. Verify and process invoices from various consultants and vendors.

Administrative and Accounts Support:

1. Provide support for account and administrative tasks related to the academic team.
2. Assist in budget and expense tracking related to academic team activities.

3. Maintain soft and hard copies of materials for all projects.
4. Develop a list of vendors and consultants for future reference.
5. Coordinate logistics for academic team workshops and meetings as required.

Additional Tasks:

- Perform any other tasks as assigned based on the needs of the hour.

Educational Qualifications, Skills and Experience:

Educational Qualification:

- Bachelor's degree in Education, Social Sciences, or a related field.

Skills:

1. Strong organizational and coordination skills.
2. Excellent communication and interpersonal skills.
3. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
4. Ability to manage multiple tasks and meet deadlines.
5. Attention to detail and problem-solving skills.

Experience:

1. At least 2 years of experience in a similar role.
2. Experience working with educational materials and coordinating with consultants and vendors.
3. Previous experience in administrative and accounts support is preferred.