

Job Description – Field Coordinator

Designation	Field Coordinator, Operations
Location	District Office
Employment type	Renewable fixed term contract
Report to	Block Officer
Functional reportees	Team Balika
Employment level	Entry

Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit www.educategirls.ngo

Our Values

Gender Equality	Being able to treat people equally irrespective of gender
Integrity	Possess the ability to “know and do” what is right
Excellence	Being outstanding or extremely good, striving to lead by performance excellence
Collaboration	Working effectively and inclusively with a range of people both within and outside of the organization
Empathy	Being able to understand and share the feelings of another and use that understanding to guide our actions

Our Competencies

Strategic Thinking – Think big yet act focused	Taking Ownership – Feel responsible & accountable	Analytical Thinking – Stay true to your data
Developing Talent – Growing and taking people together		Ensuring Alignment – Think differently but work together

Overview of the role:

The field coordinator should work towards ensuring good qualitative education in all government school with basic infrastructure and child-friendly environment. S/he should set up a good liaison and rapport with cluster level stakeholders involved in our field work for the implementation of all activities relating to Educate Girls program. The role requires extensive field travel in the rural parts of India.

Key Areas of Responsibility:

- Enrollment, liaison with cluster level stakeholders
- Motivation and retention Team Balika and enrolled Girl's
- Empowerment of SMC and community mobilization
- Identification and enrollment of out of school girl's in respected cluster
- Ensures and organizes regular village meeting (Gram Shiksha Sabha) in each village and ensures active community participation.
- Ensures proper formation of School Management Committee (SMC) and identification of Natural Leaders/PRI's with the help of Block Officer and conduct skill development training for NL and SMC members.
- Ensures that Gyaan Ka Pitara (GKP) is being adopted in all the schools and there is improvement in learning level of students
- Identifies team balika members and provide them hand holding support
- Maintains all program related records at cluster level
- Identifies school needs and develop SMC action plans
- To conduct Pretest and Post test in the schools
- Formation of BalSabha and implementation of Life skill activities in Upper Primary School
- To collect base line and end line data from respective cluster areas.
- Motivation to SMC members and preparation of School Improvement Plan

Preferred Education Background:

- Graduate/Post Graduate/B.Ed.
- Fluent in Hindi and local dialect

Preferred Work Experience:

- Experience in teaching, enrolment, education

Preferred Skill Set:

- Good contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions
- Knowledge about Right to education, Child psychology and Motivation theory
- To facilitate meeting and training with villagers
- Good knowledge of usage of smart phones and various applications.
- Organized, Credibility and responsiveness to all situations, Communicative
- Counselling and guidance, inclusive, open to change and entrepreneurial

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."