

Key Position Information:	
Job Title	Program Associate
Department	Operations
Position Location	District
Type of Agreement	Renewable fixed-term contract
Position Reporting	District Training Officer
Position Reportees	
Position Level	Middle

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

The Program Associate is a critical part of the program team in the district and is directly responsible for implementation of the programmatic training as well as activities in the district. The incumbent, while being responsible for quality implementation of activity & the content delivery, is also responsible for Capacity building to the district team, Team *Balika*, School Management Committee (SMC) members and other stakeholders as needed. The position involves intense travel in operational areas especially in blocks and villages.

Position in the Organogram:



Position Key Responsibilities:

Core Responsibility

- Review and planning
- Problem solving and quality support
- Capacity building of staff through online and offline platforms
- Volunteer management of assigned area
- Documentation & Reporting
- Training management (Offline / online/web based)
- Training and quality related data management
- Managing training records and reporting
- Liaise with Operation/Impact/program/VM /IT/TB/other stakeholders

Technical Responsibility

- Assist the District Training Officer in creating an annual training plan and bifurcate the annual plan quarterly and monthly, amendments as necessary
- Implement of annual training plan on monthly basis in their allocated area.
- Create the digital training module of program on web
- Conduct trainings Offline/Offline
- Track and monitor the digital training
- Training follow up of staff and Team Balika.
- Certification of training program
- Monitor the implementation of annual training plan on monthly basis

- Monitors program implementation progress and gives input where necessary based on quality improvement
- Conduct field level visits to monitor program quality using the observation formats.
- Problem Solving and providing support wherever required
- Conduct field visit, training Visit according the training plan and provide qualitative input
- Support the Block Officers in program delivery and guide them where needed.
- Participate in block level meetings and support them
- Weekly/monthly reporting

Desired Incumbent Profile:

Personality: Self-driven, result-oriented with a positive outlook and a clear focus on high quality output. Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives. Proactive approach to problem-solving with strong decision-making capability Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with multiple stakeholders Empathic communicator, ability to see things from the other person's point of view. Sufficiently mobile and flexible to manage an average of 15 days per month of travel time at the state/district/village level in programme geographies as required. Ability to get along with variety of individuals and a team-player.

Work Life Balance: Must be mature and domestically secure. Able to manage travel without upsetting domestic situation. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Open for learning and adapting to new technologies being introduced in the organization.

Specific skills include:

- Digital training (Create/review the training)
- Expert Knowledge in MS Office
- Basic formula functions of excel
- Use of data in program planning
- Data driven insights identification
- Web and Application based digital training skill

Specific Job Skills & Values:

- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Ability to facilitate Training programs and manage Trainings.
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus.
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender

- Integrity towards the work and ability to “know & do” what is right
- Working effectively and inclusively with a range of people both within and outside of the organization
- Ability to communicate effectively with a wide range of audiences at local, state and national levels.
- Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.
- Commitment to working through systems of community participation and accountability
- Proven capacity to supervise, train, coach and mentor staff
- Excellent communication skills - oral & writing with the ability to deliver trainings and presentations.

Adherence to Code of Conduct & EG Policies:

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

Preferred Education Background:

- Masters in Social work/Diploma in Social Work
- Fluent in Hindi and local dialect and basic knowledge of English

Preferred Work Experience:

- 3-5 years of experience in training facilitation and implementation in Education Field

Desired 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