



Job Description – Pragati Coordinator

Designation	Pragati Coordinator
Department	Operations
Location	
Employment Type	Renewable Full Time Employment Contract
Report To	Project Officer- Operations
Positions reporting to this role	NA

Organization Background

Established in 2007, Educate Girls' is a non-profit that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Shiksha', Educate Girls is committed to the Government's vision to improve access to secondary education for adolescent girls and women. For further details about organization, 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 organisation
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

About the Project

Project Pragati is a 'second chance' program, launched in 2021, to create a self-sustaining ecosystem at scale for permanently at-risk, out-of-school adolescent girls and young women to enable:-

- 10th-grade credentialing
- Link them to higher education, employment or vocational training

Scope of work:

A] Operational Management:

- Work with the Pragati project manager in developing and implementing the plan for the training and camp implementation.
- Further work to break down the whole plan into district wise actionable plans
- Assist the project manager in developing, maintaining and reviewing weekly and monthly progress.
- Create implementation maps for each district progress with their respective assigned person
- Monitors progress and gives input where necessary
- Seeks support from functional experts where required
- Oversee the quality assurance related to the all-district as designed for the program.
- Ensure that monthly and weekly progress updates are reported and shared in a timely manner
- Internal & external communication

B] Training Schedule, plan and implementation:

- Prepare training plan to deliver training for Preraks
- Monitor the implementation of training
- Problem-solving and providing support wherever required
- Ensure the implementation of the training feedback system for further improvement of content and delivery mechanism
- Conduct field visits as per the training plan and provide qualitative input to the program coordinator
- Negotiation and planning for the training with the program content team
- Capacity building planning

Minimum Qualifications, Experiences and Expectations

1. 2-3 years' experience in managing field operations.
2. Excellent proficiency in Hindi – to read, write and speak, proficiency in English is preferable
3. Excellent planning and execution skills
4. Good observation and analytical skills
5. Experience in conducting training sessions
6. Analytical and Problem solving ability, with die hard attitude
7. Familiar with technology and data tools
8. Well organized, with high standards of work ethics
9. Comfortable in using MS Office, Gmail and other standard Internet Resources

Apply if you have

1. Excellent planning and organizational skills, with strong attention to detail
2. Strong analytical and problem-solving skills
3. Ability to manage tasks, with strong time management and communication skills, to collaborate across verticals.
4. Ability to work independently and as part of a team in a fast-paced, dynamic environment.
5. Passion for girls' education and a commitment to improving the lives of girls in underprivileged communities.