

Information Links www.educategirls.ngo

[Founder Safeena's TED Talk , April 2019](#)

[2023 WISE Prize in Education](#)

[Worlds First Development Impact Bond in Education](#)

[First TED Audacious Project to be chosen from Asia](#)



About Educate Girls:



Associate Training

Department: Pragati Team | Program Design

Location: TBD

Work Type: Full-time Employee

APPLY HERE

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence

- Established in 2007, Educate Girls' is a non-profit that focusses on mobilizing communities for girls' education in India's rural and educationally backward areas. Educate Girls' scalable, replicable and sustainable program model resides on top of India's 'Right to Education Act'.
- From a 500-schools pilot in 2007, Educate Girls has metamorphosed into a 24,000+ schools, over 18,000 villages across more than 33 districts in the states Rajasthan, Madhya Pradesh, Uttar Pradesh & Maharashtra.
- Since inception, Educate Girls has enrolled 1.4+ million Out-of-school girls (OOSG); 1.9+ million children have benefitted from the remedial learning curriculum. Over 18.6 million total beneficiaries have been impacted from Educate Girls' program model.
For more information log on to www.educategirls.ngo
- **In the next 10 years, Educate Girls aims to build one of the largest second-chance program - Project Pragati** - for adolescent girls and young women. The objective of Pragati is to create an ecosystem to enable 10th grade credentialing and access to better life chances for adolescent girls and women who have dropped out of the formal school-system. The goal is to transform 10 million lives in the next 10 years. For more information about the project, visit <https://www.educategirls.ngo/project-pragati/>



Job Description

1. Training Support and Coordination:

- Assist in the preparation of training, presentations, and other resources.
- Coordinate training schedules and other coordinating arrangements.
- Support trainers during sessions by managing feedback and facilitating discussions.
- Collect and compile pre- & post-training feedback from participants.
- Contribute to the development of customised training programs for state-specific teams or projects
- Assist in tracking training attendance, completion rates, and learning outcomes.
- Prepare comprehensive reports on training performance and effectiveness.

2. Administrative Management:

- Creating visual training dashboards, presentations & records to summarise training outcomes for management.
- Handle communications with participants, including invitations, reminders, and follow-ups.
- Create and manage a digital repository of training materials for easy access and reference
- Ensure training equipment and materials are well-maintained and available as needed.

3. Stakeholder Coordination:

- Act as a point of contact for training participants, responding to inquiries and providing assistance.
- Work closely with trainers, facilitators, and internal teams to ensure training goals are met.

Our Core Values : Integrity | Collaboration | Gender Equality | Empathy | Excellence

4. Relationship Management and Leadership:

- Provide suggestions for improving training content, methods, or delivery based on feedback and observations.
- Accuracy and completeness of training documentation and reporting.
- Contribution to managing new training techniques and tools to enhance the learning experience.
- Contribution to innovations or process improvements in training operations

Key skills and competencies:

- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Basic understanding of training and learning principles.
- Familiarity with data management & Dashboards management
- Problem-solving mindset with attention to detail.

Apply if you have:

- At least 3+ years of experience in training delivery, management and administrative roles within the education or NGO sector.
- Training planning, resource management, and timeline adherence skills.
- Prior experience in coordinating or supporting training programs.

Attributes to be successful in this role at Educate Girls:

- Are passionate about the cause & align with our Core Values
- Proficiency in computer applications, including Windows and Microsoft Office (Outlook, Word, PP, Excel).
- Language proficiency: Reading, writing and spoken proficiency in Hindi and English are mandatory.
- Relationship Management: Excellent interpersonal skills with experience in managing relationships across diverse teams and stakeholders.
- Attention to Detail: Ability to track and manage detailed aspects of Training development.
- Strategic Vision: Capable of seeing the big picture, and aligning Training goals with Pragati program impact.
- Willingness to multi-state travel frequently (10-15 days per month) to the field for observations, training and other operational support

APPLY HERE <https://forms.gle/6YK1wd8DXMcYhWhx6>