



Job Description – Program Coordinator

Designation	Program Coordinator
Department	Operations
Location	Madhya Pradesh
Employment Type	Renewable Full Time Employment Contract
Report To	Manager Partnership - 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:

- Collaborate with the Manager – Partnerships to design and implement training and camp execution plans.
- Translate the overall program plan into district-specific actionable strategies.
- Support the Manager – Partnerships in tracking, maintaining, and reviewing weekly and monthly progress reports.
- Develop district-wise implementation maps, aligning each Implementing Partner's progress with their assigned personnel.
- Monitor program implementation, flag potential issues, and provide timely inputs and guidance to partners as needed.

- Liaise with functional experts to seek specialized support where necessary.
- Oversee quality assurance processes across all districts managed by Implementing Partners, in line with program standards.
- Ensure timely sharing of weekly and monthly progress updates with all Implementing Partners.
- Maintain effective internal and external communication to support smooth operations.

B] Training Planning, Coordination and implementation:

- Collaborate with the State Program Senior Specialist and Implementing Partners to develop a comprehensive training schedule for Prerak's.
- Actively engage in Core Group trainings and ensure high-quality delivery of training sessions to Master Trainers from Implementing Partners.
- Oversee the execution of training programs and monitor their effectiveness on the ground.
- Address challenges proactively by providing timely support and solutions.
- Implement and manage a training feedback mechanism to continuously improve training content and delivery methods.
- Conduct regular field visits aligned with the training plan to offer constructive feedback and guidance to Master Trainers.
- Coordinate with the program content team for effective planning and negotiation of training components.
- Design and support capacity-building initiatives to strengthen field implementation teams.

Minimum Qualifications, Experience, and Competencies:

1. Graduate degree with 2–3 years of experience in managing field-level operations.
2. Strong command of Hindi (reading, writing, and speaking); working proficiency in English is an added advantage.
3. Proven ability in people management, planning, and effective execution of activities.
4. Sharp observational skills coupled with strong analytical thinking.
5. Hands-on experience in designing and facilitating training sessions.
6. Strong community engagement and networking skills.
7. Excellent problem-solving skills with a resilient, solution-oriented mindset.
8. Comfortable using digital tools and technology for data tracking and reporting.
9. Highly organized and committed to maintaining high standards of professionalism and work ethics.
10. Proficient in MS Office, Gmail, and commonly used internet tools and platforms.

Apply if you have

1. Exceptional planning and organizational abilities, with keen attention to detail.
2. Strong analytical thinking and a proactive approach to problem-solving.
3. Effective task management skills, along with excellent time management and communication abilities to work seamlessly across teams & Implementing Partners.
4. The capacity to work both independently and collaboratively in a fast-moving, evolving environment.
5. A deep passion for girls' education and a strong commitment to creating positive change in the lives of girls from