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DEC 2025-DEC 2026
INDIA



Associate Project Manager

Department: Central Design

Location: Mumbai

Level: L5

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Information Links

www.educategirls.ngo

[Educate Girls receives the 2025 Ramon Magsaysay Award](#)

[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](#)

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



Join Us in Transforming Lives:

Educate Girls is an award-winning non-profit working to ensure that every girl in India's rural and educationally marginalised communities has access to quality education.

In 2025, **Educate Girls became the first Indian organisation to receive the Ramon Magsaysay Award, Asia's highest honour.**

Since 2007, we have partnered with state governments and local communities to identify out-of-school girls, support their enrolment and retention, and strengthen foundational learning for all children. Our second-chance program also helps adolescent girls and young women complete their Grade 10 and 12 educations while building life skills and agency.

With a network of more than 55,000 community volunteers, Educate Girls has enrolled over 20 lakhs girls and improved learning outcomes for over 24 lakh children across 30,000 villages in Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.

Over the next 10 years, Educate Girls aims to impact 10 million learners by:

- Continuing 'Vidya', our Back-to-School Program, which identifies out-of-school girls (ages 6-14), supports enrolment and retention in government schools and strengthens foundational learning and life skills.
- Scaling up India's largest second-chance education initiative 'Pragati', targeting adolescent girls and young women (ages 15-29) who drop out due to societal barriers & systemic gaps and are now ineligible for formal schooling. Pragati delivers village-based learning camps to build life skills, enhance agency and enable learners to earn their Grade 10 certifications through State Open Schools.
- Strengthening open schooling systems in 12 states through Technical Assistance Units (TAUs) in partnership with the government. These units focus on improving access to and the quality of State Open Schools to support learners in the Pragati program.
- Together, these programs embody our mission to ensure that every girl is included, educated, and empowered - driving lasting transformation in education and gender equity across India

About the role:

This role sits at the intersection of strategy, execution, and innovation, working closely with Design Leadership to translate ideas into high-quality, on-ground outcomes.

You would anchor the vendor and consultant ecosystem, drive end-to-end coordination across teams, and build the systems and processes that enable scale from financial workflows to documentation and governance.

A key part of the role is also to drive innovation pilots within the organisation working with unit leads to shape the strategy, and ensuring that content, M&E frameworks, training design, and operational plans come together into a cohesive, high-quality playbook.



It's a role for someone who enjoys bringing structure to complexity, working across stakeholders, and not just managing execution, but shaping how new ideas are built, tested, and scaled.

In this role, you will be responsible for:

Vendor & Consultant Management

- Own the end-to-end management of design vendors and consultants, from onboarding to closure, ensuring a seamless and professional experience.
- Act as the central coordination point for all external partners working with the design team, enabling clarity, alignment, and timely execution.
- Strengthen and streamline contracting, renewals, and engagement processes, ensuring consistency and compliance.
- Build and maintain robust tracking systems for vendor onboarding, invoicing, payments, and documentation at a functional level.

Liaison with admin and finance

- Partner closely with admin and finance teams to ensure smooth execution of all financial and compliance processes.
- Drive purchase requisitions and budget coordination, ensuring timely approvals and alignment with internal stakeholders.
- Own the end-to-end invoicing workflow — from validation to submission — ensuring accuracy, completeness, and adherence to timelines.
- Proactively track and unblock processes to ensure timely payments and strong vendor relationships.

Innovation Management

- Work with unit leads to shape and drive innovation projects within the organisation.
- Coordinate across teams to ensure content, M&E frameworks, training design, and operational plans are developed effectively.
- Oversee the end-to-end process of pilot design and execution, ensuring alignment across stakeholders.
- Bring together all components into a cohesive strategy playbook for each innovation.
- Track progress, identify risks, and ensure timely and high-quality delivery of pilots.

Functional Support

- Create and maintain high-quality, structured documentation systems for the design function.
- Establish and enforce clear naming conventions, version control, and documentation protocols to improve accessibility and efficiency.
- Organise and manage critical repositories (content, contracts, approvals, trackers) to ensure information is always up-to-date and easy to navigate.
- Regularly audit systems to ensure readiness, accuracy, and usability across teams.
- Support Design Leadership in streamlining documentation and administrative workflows across functions.

Communication and Soft Skill:



- Strong organisation and folder management skills.
- High attention to detail, especially for documentation and invoicing.
- Comfort working with processes, checklists, and timelines.
- Ability to coordinate across multiple teams and stakeholders.
- Clear and professional communication.
- Comfort with digital tools such as shared drives, spreadsheets, YouTube, and QR codes tools.
- Strong ownership mindset and follow-through.

Education Background:

- Graduation.

Preferred Work Experience:

- 3-6 years of experience in project coordination, operations, or administrative roles.
- Prior experience working with vendors, consultants, or finance/admin processes is preferred.
- Experience in content, design, or program support roles is an advantage.

Travel Requirement

- Willingness to travel 3-5 days per month outside Mumbai

Apply Link - <https://forms.gle/G9W11ZN3xAoKbrJP6>