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DEC 2025-DEC 2026  
INDIA



## Program Officer ( Prayaas Unit )

**Department:** Central Design

**Location:** Jaipur, Indore, Patna & Lucknow

**Level:** L6

**APPLY HERE**

Information Links

[www.educategirls.ngo](http://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:**

The Program Officer will support the Training Lead and Unit Lead in the design, coordination, implementation, and quality monitoring of Prayaas training across all Educate Girls geographies. This role is responsible for operational execution, documentation, coordination, and follow-up to ensure that training processes, reviews, and field implementation are carried out as per defined standards. The position requires strong execution capability, structured working style, and the ability to coordinate effectively across teams.

## In this role, you will be responsible for:

### 1. Training Design & Facilitation

- Conduct the unit training along with the Training Lead and support in preparing training modules, facilitation plans, and session materials.
- Assist in organizing and facilitating State Core Group Trainings, TOTs, Prerak Trainings and refresher trainings
- Ensure training logistics, materials, and documentation are prepared in advance.
- Update training content based on feedback and review inputs.
- Maintain version control of modules, SOPs, and training materials.
- Prepare structured training reports and documentation for internal review.
- Prepare a certification questionnaire for the module and Compile assessment data and generate summary reports of the training.

### 2. Support field testing of Prayaas modules and tools.

- Observe module implementation in real community and training settings.
- Collect structured feedback from:
  - Core Group members
  - Master Trainers
  - Field teams
  - Learners and community members (as relevant)
- Identify usability issues, edge cases, and field risks during pilots.
- Document pilot learnings and recommend improvements.

### Cross-Functional Coordination

- Coordinate with Ops, Tech, Impact, and Program teams for required inputs on organising the training, acquiring the training materials and recording training data.
- Support preparation for cross-functional review meetings.
- Content design & Review Support of the Unit.

## Communication and Soft Skill:

### Technical

Documentation & report writing skills  
Process tracking & SOP implementation  
Training coordination & facilitation support  
Basic data analysis and review support  
Cross-team coordination

### Behavioral

Strong execution orientation  
Attention to detail  
Good communication skills  
Ability to manage multiple tasks  
Willingness to travel and learn



### **Education Background:**

- Bachelor's degree required; Master's preferred.

### **Preferred Work Experience:**

- 3–5 years of relevant experience in training coordination, program implementation, or capacity building (social sector preferred).
- Experience supporting training programs or multi-location initiatives.
- Strong documentation and reporting skills.

### **Travel Requirement**

- Willingness to travel 10-15 days per month.

**Apply Link -** <https://forms.gle/pijCrKBWkk5zKwxPA>



