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DEC 2025-DEC 2026
INDIA



Program Specialist

Department: Program

Location: Udaipur-Maitri, Rajasthan

Level: L6

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](#)



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



The Opportunity

The Program Specialist is responsible for the effective implementation of training initiatives across all Pragati project districts and may also support other organizational projects as required. This role serves as the operational bridge between program design and field-level execution, ensuring that training content is delivered with quality, consistency, and impact.

The Program Specialist plays a key role in capacity building, supports Staff's, Prerak's & Learner's in program implementation, and ensures coordination among field & district teams and stakeholders. The position works closely with the Program Senior to ensure smooth execution and timely reporting of all training-related activities.

Key Areas of Responsibility

1. Operational Management

- Collaborate with the content and training team to design and execute district-level training and camp implementation plans.
- Break down annual and quarterly training plans into actionable block-wise and batch-wise execution schedules.
- Support the Program Senior Specialist in planning, reviewing, and tracking weekly and monthly field progress.
- Develop structured refresher training roadmaps based on performance assessments and field needs.
- Monitor on-ground implementation and recommend improvements in training design, delivery methods, and materials.
- Ensure timely preparation and submission of training assessment reports and implementation updates.
- Maintain structured documentation of training activities, progress tracking, and corrective measures.

2. Training Planning, Facilitation & Implementation

- Prepare detailed training calendars for staff members and Preraks in assigned districts.
- Lead the planning, coordination, and facilitation of training sessions (offline and online).
- Ensure structured implementation of feedback mechanisms to strengthen training quality and effectiveness.
- Conduct field visits as per the approved plan to observe sessions and provide qualitative mentoring support.
- Identify implementation challenges and provide practical solutions to improve training outcomes.
- Monitor adherence to training timelines and quality standards across batches.
- Ensure timely submission of monthly and quarterly progress reports to reporting managers.

3. Technical Responsibilities

- Assist the reporting manager in developing the annual training plan and dividing it into quarterly and monthly targets.
- Execute the approved training plan within the allocated geography and track progress against defined milestones.
- Support the creation and updating of digital training modules on web-based platforms.
- Track participation, completion rates, and engagement in digital training programs.
- Conduct structured follow-ups with staff and Preraks to reinforce learning outcomes.
- Coordinate certification processes for participants upon successful completion of training programs.
- Analyze training data and generate insights for improving content effectiveness and delivery efficiency.

4. Coordination & Stakeholder Engagement

- Maintain effective coordination with Reporting Managers, District Teams, and field-level stakeholders.
- Serve as a communication link between content teams and implementation teams.
- Build collaborative relationships with community stakeholders to ensure smooth program execution.
- Facilitate consensus-building and maintain professional relationships in culturally diverse environments.

5. Technology & Digital Competency

- Demonstrate proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Utilize Excel for data tracking, reporting, and analysis.
- Effectively use internet-based platforms for digital training and communication.
- Adapt to new digital tools and learning management systems introduced by the organization.

Professional Values & Behavioral Competencies

- Strong understanding of local socio-cultural contexts, Right to Education, child psychology, adult learning principles, and community mobilization.
- Ability to facilitate engaging and learner-centered training sessions.
- Commitment to gender equality and inclusive practices.
- High level of integrity and accountability in professional responsibilities.
- Capacity to multitask efficiently and work under tight deadlines.
- Strong mentoring and coaching abilities to support staff performance improvement.
- Effective written and verbal communication skills across local, state, and district stakeholders.
- Dedication to community participation, transparency, and accountability systems.



Preferred Educational Background

- Post-Graduation in Social Sciences or a related field.
- Strong working knowledge of Windows and Microsoft Office applications.
- Fluency in Hindi and the local language; working proficiency in English.

Preferred Work Experience

- Minimum 2–3 years of experience in training facilitation, capacity building, and content development.
- Experience in field-based program implementation and monitoring is desirable.

Preferred Skill Set

- Strong organizational and time management skills with attention to detail.
- Ability to prioritize multiple responsibilities and meet strict deadlines.
- Excellent interpersonal skills with the ability to build and maintain stakeholder relationships.
- Strong presentation and facilitation skills.
- Analytical mindset with structured reporting capabilities.
- Proactive problem-solving approach and sound decision-making ability.

Work Requirements

- Willingness to travel extensively across districts as per project needs.
- Ability to work extended hours during peak training periods when required.
- Emotional maturity and personal stability to manage travel-intensive responsibilities.