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DEC 2025-DEC 2026
INDIA



Program Coordinator

Department: Operations

Location: Jhabua, Shahdol, Madhya Pradesh/ Surguja, Chhattisgarh

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](#)

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 Coordinator plays a pivotal role in ensuring the effective planning, coordination, implementation, and quality assurance of programme activities across districts. Working closely with the Manager – Partnerships, State Programme Team, and Implementing Partners, the Program Coordinator translates programme strategies into actionable district-level implementation plans and ensures timely execution in line with programme objectives and quality standards.

The role is responsible for coordinating end-to-end training planning and delivery, including developing training schedules, facilitating capacity-building initiatives, supporting Master Trainers, and strengthening the capabilities of field teams through regular mentoring and feedback. Through frequent field visits and continuous engagement with partners, the Program Coordinator monitors programme implementation, identifies operational challenges, and provides timely technical and operational support to ensure effective execution.

In this role, you will be responsible for:

1. Program Planning & 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.
- Develop district-wise implementation maps, aligning each Implementing Partner's progress with their assigned personnel.
- Oversee quality assurance processes across all districts managed by Implementing Partners, in line with program standards.
- Address challenges proactively by providing timely support and solutions.
- Coordinate with the program content team for effective planning and negotiation of training components.

2. 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.
- 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.
- Design and support capacity-building initiatives to strengthen field implementation teams.

3. Monitoring, Reporting & Quality Assurance

- Support the Manager – Partnerships in tracking, maintaining, and reviewing weekly and monthly progress reports.

- Monitor program implementation, flag potential issues, and provide timely inputs and guidance to partners as needed.
- 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.

4. Stakeholder & Partner Management

- Liaise with functional experts to seek specialized support where necessary.
- Maintain effective internal and external communication to support smooth operations.

Preferred Education

- Graduate/Postgraduate in Social Work, Education, Social Sciences, or a related field.
- Fluency in Hindi and the local dialect, with working proficiency in English.

Preferred Work Experience

- 2–3 years of experience in managing field-level operations, community mobilization, or program implementation, preferably in the education or development sector.
- Hands-on experience in designing and facilitating training sessions.
- Prior experience in the NGO or education sector preferred.

Preferred Skills

- Proficient in Microsoft Office (Excel, PowerPoint, and Word).
- Comfortable using smartphones, tablets, and basic digital learning tools.
- Proficient in internet, email, and willing to learn new digital platforms.
- Self-motivated, dependable, and committed to quality execution.
- Strong observational and analytical skills.
- Strong problem-solving abilities with a resilient and solution-oriented approach.
- Excellent community engagement and stakeholder networking skills.
- Collaborative team player who works effectively with the Program Senior Specialist and district team.

Travel Requirement

Willingness to travel up to 50-60% of the time at State/District levels in program geographies.