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DEC 2025-DEC 2026
INDIA



Program Specialist

Department: Program

Location: Jhabua, Shahdol, Madhya Pradesh/ Bastar, 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 Specialist supports the Program Senior Specialist in the day-to-day execution of training and content-delivery activities under Educate Girls' programs at the block and village level. The role is the ground-level anchor for program implementation — facilitating training sessions, supporting the roll-out of curriculum and learning content, coaching field staff and community volunteers, and ensuring that training and content quality standards set at the district level are consistently met on the ground.

The position requires frequent travel across block and village levels to deliver training, monitor implementation, and gather field feedback that helps the Program Senior Specialist refine content and training strategy.

In this role, you will be responsible for:

1. Implementation Support

- Support the Program Senior Specialist in executing the district's annual implementation plan for Program at the block and village level.
- Assist in the roll-out of training programs, ensuring activities are delivered on schedule and per the approved plan.
- Coordinate with Program Training Associates and community volunteers to ensure smooth day-to-day implementation of training activities.
- Provide field-level inputs and observations to support continuous improvement of training content and delivery.

2. Training Facilitation and Capacity Building

- Facilitate training sessions for Master Trainers, Program Associates, teachers, and community members.
- Support the Program Senior Specialist in coaching and mentoring field staff to strengthen facilitation skills and content delivery.
- Assist in cascading government trainer-training to the block and village levels.
- Support the roll-out of blended learning approaches, including classroom sessions, digital tools, and e-learning modules, at the field level.
- Help identify performance and knowledge gaps among trainers and field staff, and support corrective coaching.

3. Quality Monitoring and Feedback

- Conduct field visits to observe training sessions and program activities, and report on quality against defined benchmarks.
- Collect and consolidate training feedback from participants and field teams, sharing insights with the Program Senior Specialist.
- Support post-training follow-up visits and help track the application of training in the field.
- Flag implementation or content-delivery issues promptly and support timely resolution.

4. Documentation and Reporting

- Maintain accurate field-level training records, attendance data, and program documentation.
- Prepare and submit periodic activity, training, and progress reports within stipulated timelines.
- Support the Program Senior Specialist in maintaining the training resources at the district/block level.
- Ensure data related to training and program implementation is updated, accurate, and accessible.

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 training facilitation, community mobilization, or program implementation, preferably in the education or development sector.
- 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 listening and observation skills with ability to provide actionable feedback.
- Comfortable with frequent travel across blocks and villages.
- 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.