

Project Coordinator- Chamoli and Almora, Uttarakhand

Background:

Sterlite EdIndia Foundation (EdIndia) is a non-profit organization with the aim to enhance the quality of education in India. We empower teachers, administrators, and communities to enhance the classroom learning experience by leveraging technology and data analytics. Our strong understanding of grassroots challenges helps us in designing innovative tools, solutions, and frameworks to improve the educational landscape in the country. It has been provided incubation support by Sterlite Power Transmission Limited and its group companies.

Our Vision: Every child in the country has access to quality education.

Our Mission: To empower educators by enhancing teacher capabilities and fostering a culture of data-driven decision-making within the public education system

We realize our vision and mission through the following key initiatives:

- 1. Teacher Education Program:** Preparing teachers of the future by building the capacity of pre-service and in-service teachers. This includes private B.Ed institutes, District Institutes of Education and Training (DIETs), district-level officials.
- 2. Data Analytics Support Program:** Driving a culture of data-driven decision-making in the public education system
- 3. Community Empowerment Program:** Empowering the parents and communities to become active stakeholders in their children's learning journey

We are currently present in six states of India- Maharashtra, Rajasthan, Chhattisgarh, Tripura, Uttarakhand, and Arunachal Pradesh.

As part of its scale-up plans, EdIndia is strengthening its team and inviting applications for the role of **Project Coordinator** for two distinct locations: **Chamoli** and **Almora, Uttarakhand**

Job Description and Responsibilities

It is a full-time position with probation for an initial period of 6 months. S/he will be responsible for the fulfilment of all kinds of program requirements. The key responsibilities have been categorized into three primary focus areas:

1. Operations (50%)

- Report to the State Head and manage the delivery of project results tagged to capacity building and mentoring of the teachers through event-based and regular on-site support mechanisms.
- Provide on-site academic support to the PSTs of the DIETs and colleges on a day-to-day basis.
- Provide support to faculty in teacher education institutes (TEIs) to facilitate the learning journey of pre-service student teachers.

- Mentor both the schools and TEIs to undertake various events and competitions to reinforce learning and develop life skills.
- Work closely with district and block officials of the Department of Education.
- Ensure regular updates to monitoring tables and trackers on a weekly basis, with key findings submitted to the State Head.
- Share program dashboards and key insights with TEI in-charges during field visits and document updates in the visit diary quarterly to track progress and ensure alignment with performance indicators.
- Maintain detailed documentation, including minutes of meetings, session insights, and progress reports to support effective implementation.
- Engage with multiple stakeholders, including government agencies, academic institutions, and partner organizations, to design and implement workshops, training sessions, and strategic meetings.
- Stakeholder management and coordination, teacher capacity building, and vendor liaison.

2. Data Analytics (30%)

- In coordination with the academic team, provide academic support to other field team members; design, develop, and execute M&E measures, and develop quality content as per the requirement of the program.
- Facilitate and monitor the engagement of teachers and TEI faculty on digital platforms, ensuring active participation, tracking usage, while supporting data collection for surveys and research activities.
- Lead and support data-driven initiatives under the Data Analytics Program by conducting data analysis, generating insights, and preparing analytical reports for SMSA and SCERT institutes.
- Utilize data visualization techniques and structured reporting to facilitate evidence-based decision-making and program optimization.

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3. Academics (20%)

- Conduct and co-facilitate training programs for pre-service teachers (B.Ed./D.El.Ed.), in-service teachers, DIET faculty, and SCERT faculty.
- Develop and deliver engaging, interactive, and methodologically sound training sessions to enhance teaching competencies.
- Contribute to the design, development, and adaptation of educational content for teachers, pre-service student teachers, and community members, ensuring it aligns with program objectives and enhances the learning experience.
- Develop comprehensive training modules, process documents, and reports to ensure structured program execution and impact assessment.
- Provide academic and technical support, assist in content translation and localization, and ensure effective knowledge dissemination.

You could be a good match if you possess:

- Communicating Information Effectively: Communicates in writing and speaking clearly and persuasively, in English and Hindi.
- Practicing Innovation and Change: Has a penchant to develop innovative ways to improve delivery, optimize costs, and improve strategy and engagement.
- Building Collaborative Relationships: Works cooperatively and effectively with others in a non-hierarchical setting to establish goals, resolve problems, and make decisions that enhance Project Delivery. Manages complexity and drive for results.
- Achieving Quality Results: Sets priorities, develops a work schedule, monitors progress toward goals, and tracks details/data/information/activities.
- Facilitation skills to empower the teachers (through in-service teacher training program) and pre-service student teachers (through pre-service teacher training program).
- Strong planning and negotiation skills, comfort with numbers, and the ability to effectively document processes and use technological tools.
- Additionally, this role requires extensive travel, so one should be open to traveling frequently.
- A research-minded approach and experience in content development are also desirable.

Qualifications:

- A masters in the relevant field of Social Development/Education and experience in working with Government schools, district and state institutes is preferred.
- Exposure to leveraging technology in educational interventions.
- Experience in conducting participative capacity-building programs for teachers.
- Hands-on computer skills, including MS Office. Familiarity with technology would be a plus.
- Minimum 4 years of experience closely working in the education system.

Number of Position(s): 2 (1 for Chamoli , 1 for Almora)

In case you are interested please click to apply at - <https://forms.gle/NYNa1FT3nezYiisQ8>