

Project Coordinator- Dehradun, 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:

- **Institutional Strengthening Program:** Enabling SCERTs and DIETs to build expertise and develop implementation strategies aligned with NEP 2020.
- **Teacher Education Program:** Preparing teachers of the future by building the capacity of pre-service and in-service teachers.
- **Data Analytics Support Program:** Driving a culture of data-driven decision-making in the public education system.

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As part of its scale-up plans, EdIndia is expanding its team and is seeking to recruit a **Project Coordinator** based in **Dehradun, Uttarakhand**.

The Project Coordinator is a full-time role responsible for the on-ground implementation, coordination, monitoring, and reporting of EdIndia's programs at the district and institutional levels. Reporting to the State Head – Operations, the role involves close coordination with government institutions, teacher education institutes, and schools to ensure smooth execution aligned with approved frameworks, timelines, quality standards, and reporting protocols.

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:

The position requires strong ownership, structured communication, and disciplined field execution to ensure that program activities are implemented faithfully, reported accurately, and escalated appropriately when risks or deviations arise.

Key Responsibilities

Operations (50%)

- Report to the State Head – Operations and support the delivery of projects aligned with defined objectives, frameworks, and quality standards.
- Provide on-site academic and implementation support to teachers, teacher educators, and pre-service student teachers of selected government schools and colleges on a day-to-day basis.
- Implement program activities at schools, TEIs, and districts in line with approved guidelines, timelines, and intended outcomes.
- Mentor schools and TEIs to undertake academic events, workshops, and competitions that reinforce learning outcomes.
- Work closely with district and block officials of the Department of Education to support smooth program implementation.
- Coordinate official processes with government institutions, including facilitation of approvals, collection of signatures, and documentation of official letters, MoUs, attendance records, and reports as required for program execution.
- Ensure regular weekly updates to monitoring tables and trackers, sharing key observations and findings with the State Head – Operations.
- Share program dashboards and key insights with TEI in-charges and institutional stakeholders during field visits; document updates and learnings in the visit diary to track progress and ensure alignment with performance indicators.
- Maintain detailed and accurate documentation, including minutes of meetings, session notes, field insights, and progress reports to support effective implementation.
- Engage with multiple stakeholders, including government agencies, academic institutions, and partner organizations, for workshops, trainings, and reviews.
- Support stakeholder management, teacher capacity building, and vendor liaison as required for program delivery.
- Understand and communicate the intent ('why') behind program activities and adhere to defined guidelines and communication protocols; seek clarification proactively through formal reporting and review channels when expectations are unclear.
- Demonstrate high standards of integrity, ownership, and accountability while working independently in field settings, ensuring transparency in reporting, time utilization, and stakeholder interactions.
- Escalate implementation risks, delays, deviations from approved plans, or stakeholder concerns early through defined reporting and review channels to ensure timely resolution.

Data Analytics (30%)

- In coordination with the academic and program teams, support monitoring and evaluation activities, data collection, and reporting requirements.
- Facilitate and monitor teacher and faculty engagement on digital platforms, tracking participation and usage while supporting data collection for surveys and research activities.
- Contribute to data-driven initiatives by conducting basic analysis, generating insights, and supporting preparation of analytical reports.
- Use structured reporting and dashboards to support evidence-based decision-making and program improvement.

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.
- Design and deliver engaging, interactive, and methodologically sound training sessions as per approved program designs and facilitation guidance to strengthen teaching practices.
- Develop, adapt, and contextualize academic content and training materials for teachers and pre-service student teachers, ensuring alignment with program objectives.
- Prepare training modules, session plans, process documents, and academic reports to support structured implementation and learning/impact assessment.
- Provide academic and technical support, and assist in content translation, localization, and dissemination as required at the field level.

Academic responsibilities are expected to be delivered with increasing independence over time, with guidance and review support from the State Head – Operations and Academic/Training teams. EdIndia supports capability building through structured training, mentoring, and periodic reviews; expectations are assessed progressively in line with program needs.

You could be a good match if you possess:

- **Effective Communication Skills:** Ability to communicate clearly and professionally in English and Hindi, both verbally and in writing, while maintaining structured reporting and documentation standards.
- **Execution Discipline & Ownership:** Ability to set priorities, develop work schedules, monitor progress against defined plans, and ensure timely and accurate completion of assigned activities.
- **Stakeholder Collaboration:** Ability to work cooperatively with government officials, academic institutions, and partner organizations to support smooth program implementation.
- **Data Orientation:** Comfort with tracking indicators, maintaining dashboards and documentation, and using data to support decision-making and program improvement.
- **Facilitation & Academic Support Skills:** Strong facilitation skills to conduct and co-facilitate structured training programs for in-service and pre-service teachers.
- **Planning & Analytical Ability:** Strong planning and coordination skills, comfort with numbers, and the ability to document processes and use technological tools effectively.
- **Adaptability & Continuous Improvement Mindset:** Openness to innovation, learning, and improving delivery approaches within defined program frameworks.
- **Field Readiness:** Willingness to travel extensively and work independently in field settings with integrity and accountability.
- **Research orientation and experience in content development** (desirable).

Qualifications

- A Master's degree in Social Development, Education, or a related field; experience working with Government schools is preferred.
- Exposure and experience working in Maths/Science/English subjects at the elementary level.
- 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 tools is an advantage.
- Minimum 6 years of experience working closely within the education system.

Number of Position(s): 1

In case you are interested please click to apply at - <https://forms.gle/bJVVDt6tEjZYtYFN8>