

Job Description: Program Associate

Designation	Program Associate (Field Operations)
Experience	2- 4 Years in Development or Education sector
Department	Operations
Location	Dabra-Bhitarwar (Male), Gwalior Urban (Female)
Employment Type	Full-Time
Employment Level	Entry Level
Date of opening	15th Nov 2021

Organization Background

Muskaan Dreams is a social impact Ed-Tech non-profit, committed to bridging the digital divide in government schools by empowering teachers with technology so that every student has the opportunity to take advantage of digital learning and skilling in order to prepare for the future with rapidly evolving needs in the job market. We are looking for someone who has a good understanding of Teachers, Ed-tech products, technology, design, innovation, testing, data, scale and can take ownership of products to run successfully. Do you still think you are the right person for this role? Feel free to apply. For more information please visit www.muskaandreams.org

Our vision: Digital promise to Every Child

Our Mission: Our dream is to enable digital learning opportunities for 1Million students by 2025!

Job Summary

The Field Associate position in the operational role offers young, motivated, energetic people the opportunity to be an integral part of Muskaan Dreams' work. The Field Associate is responsible for the monitoring and implementation of the Programs run by the organization at different schools at the Block level in Gwalior District. The position involves the opportunity to work in close association with partner schools and act as a liaison between organizations and schools to ensure smooth functioning of the program with the help of team & technology.

- Able to monitor the progress and implementation of the programs at schools. (Physically and Virtually)
- Understanding of collection of data, other relevant information and report it to the team/supervisor accordingly
- Understanding of digital literacy/skills
- He/She needs to work closely with the Govt. officials, School, teachers, and team for the smooth functioning of the program. (Administrative to Digital literacy support)
- Keep in regular touch with the local administrative authorities and implementing partners as requested by the team/ supervisor.
- He/She should be able to undertake regular visits to various school sites in order to understand the need of the person of concern with particular attention to the needs of the program

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- Able to act as a facilitator when required.
- Able to conduct Orientation and training of teachers and Students on Digital literacy
- He/She is able to closely work with community people like SMC, Parents, and youth
- Able to manage small and large events at Block and district levels.
- He/She will be responsible to contribute and provide inputs to the preparation of status and progress reports by providing information, preparing graphs, tables etc.
- He/She should be competent enough to assist in other administrative tasks as required and relevant to the development of the project and team for the implementation of the same in a given time.
- He/She will be responsible to represent Muskaan Dreams on the ground.
- He/She should have the understanding and knowledge to contribute to other relevant tasks and duties towards the organization
- Ability to work in a collaborative team environment
- Liaising with (internal & external stakeholders)
- Open for travelling to other States, District and Block to support other projects based on need

Key Responsibilities but not limited to:

- Effective monitoring and implementation of the Muskaan run programs at schools (Physically and Virtually)
- Conduct regular testing, Orientation and training to Schools, Teachers, and Students on existing and newly developed products.
- Conduct need based survey, Data collection Baseline, Midline and Endline for School teachers, Students and Parents.
- Enabling Schools and teachers to adopt new technology and tools
- Collect evidence and Change case studies from the field at a regular interval.
- Ensure in increasing of Student learning outcome and increase in teacher experience in technology adoption
- Manage a team of Interns and volunteer to ensure on-time delivery of outcome
- Provide support to team & stakeholders.
- Liaisoning with government officials.
- Reporting & documentation for internal and external purposes.

Skills and Behaviour

- People Management & Development
- Reporting, documentation & design
- Basic knowledge of tech products/programs
- Decision making, critical & analytical thinking
- Social & effective communication skills
- Creative & Proactive
- Building relationships with government & team
- Fluency in English & Hindi both in writing and speaking
- Goal-driven and result oriented
- Basic understanding in Microsoft Office, Excel & PowerPoint
- Awareness of local areas and blocks
- Accountable, Ambition, Collaboration, Creative
- Humble & empathetic
- Comfortable in field/ Groundwork
- Open for local/(Needs-based outside) commutes and travels
- Accountable, Ambition, Collaboration, Creative
- Humble & empathetic

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Education Qualification:

1. Graduate/Post-graduate preferably in education or development sector
2. Excellent communication and documentation skills in English & Hindi
3. Effective leadership skills and a problem-solving ability
4. Passion to impact lives and bring change in society

Key Expectations:

- Outcome driven work
- Regular meetings with stakeholders & project team to ensure smooth work at all levels.
- Complete ownership of work
- Impact, speed & scale at the centre

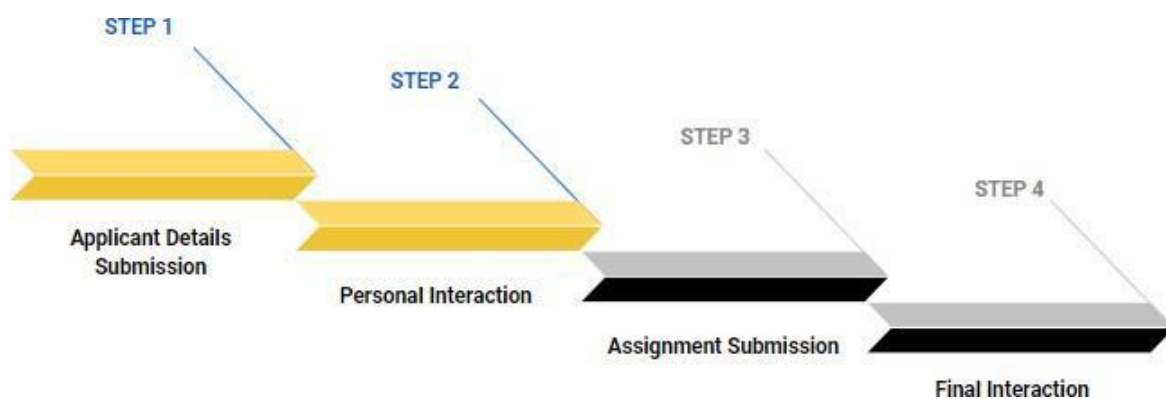
Travel Requirement: Willingness to travel 75% to 80% across locations in State/District/Schools in program geographies if required,

Other Requirements: It will be preferred if the candidate has his/her own vehicle, Smartphone and laptop for the proper execution of roles and responsibilities.

Salary: Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels & last CTC but we are offering an average pay scale (1.2 to 1.8 LPA)

How to Apply: If you would like to apply for this role, send your cv to hrm@muskaandreams.org

Recruitment Process:

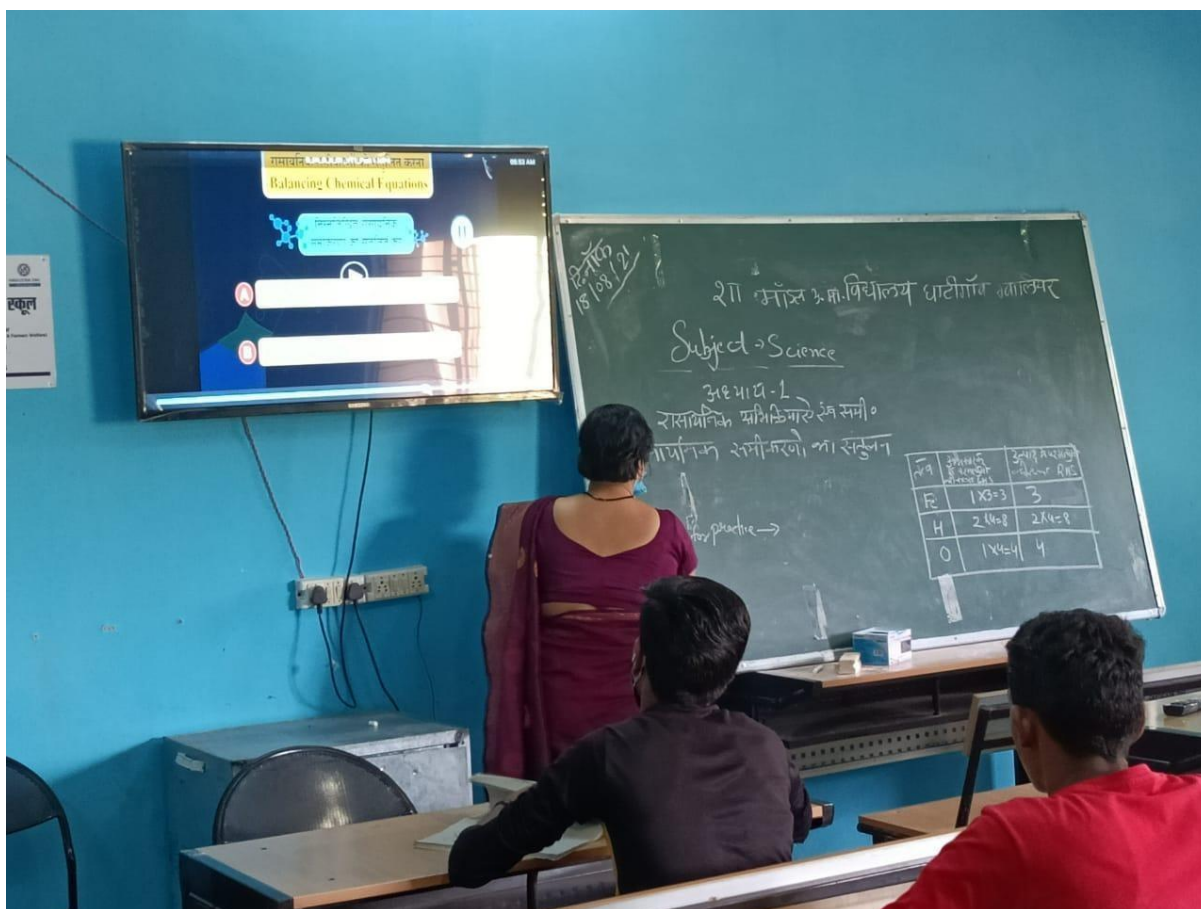


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A typical recruitment process for these roles takes about 15-30 days, we'll keep you updated about the progress through email.

For queries: +91 9754175881 (use WhatsApp) or hrm@muskaandreams.org

“Only Apply if you love meeting people and love teamwork, you want to be part of an exciting roller coaster ride, you are crazy enough to still apply.”



“Digital Promise to Every Child”

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