Job Description: Program Coordinator

Last date to apply: 20th January 2023

About GRAMOTHHAN:

Gramothhan is an Odisha based non-profit that works for quality education to build an empowered society by engaging with marginalized communities and public primary schools in vulnerable geographical areas. We are working in one of the backward regions of Odisha, i.e. the Sonepur district. We have varied projects focusing on transforming schools and enabling communities to bring change in the society, through innovation contextual solution, school transformation and creating a local pool of education leaders.

Approach:

- Developing **CHILDREN** as co-creator of content and pedagogy to take ownership of their own learning journey is a self-paced and self-designed manner
- Leverage **COMMUNITY**, for its resources and practices, to prepare teaching and learning resources.
- Empower **TEACHERS** to organize classroom experiences in harmony with the child's ecosystem and references to the existing knowledge.
- Design processes and practices for **ADMINISTRATION** to ensure and implement in schools   we have invested heavily in learning processes including training/capacity building, the repository of teaching-learning materials.

What you will do & desired impact: *Role and Responsibility*

- Spearhead and oversee day to day operations of the program including, Coordination, and implementation and monitoring.
- Teaching in Gramothhan Community Learning Centre with Education Leaders.
- Develop program work plan and activities consistent with the goals and Objectives of the program.
- Provide technical guidance, support and direction to team members to ensure quality delivery of program.
- Coach, supervise and mentor direct report staff, including communicating clear expectations and providing constructive performance feedback

- Undertake regular field visits to assess progress and identify issues, provide solutions, and implement modifications as required.
- Teaching Learning Materials preparation with team
- Leverage technology to deliver impact at scale.
- Other duties/tasks as assigned.

What we offer you:

We design our perks to offer the space and support you need to thrive personally and professionally. Here are a few benefits we offer:

- an experience of a life time of working amidst the nature
- opportunity to grow as a leader of the organization in future
- a strong network of mentors and guide for leadership development
- have a flexible work schedule

Key Details:

1. Location: Sonepur, Odisha
2. 0-2 years of work experience of government/public education system
3. Qualification: preferred candidates with masters in relevant fields
4. Remuneration: 15000 to 18000 + Shared Accommodation + Local conveyance
5. Preference will be given to the candidates who intend to spend at least 3 years with the organization
6. Preferred date of joining- 10th February 2023
7. Last date to apply 20th January 2023
8. You can apply: gramothhansonepur@gmail.com

Apply for the Job

Here is how our hiring process looks like.

1. Eligibility check
2. Orientation call of Shortlisted applications with Gramothhan team about the work, life in Sonepur, life at Sonepur, future prospects etc.
3. Selection tasks to understand more about your skills and competencies.
4. Technical interview
5. Personal interview.

We're an equal opportunity employer and value diversity. We welcome applications from all backgrounds, and don't discriminate on the basis of race, religion, gender, sexual orientation, age, marital status, veteran status, education, or disability status.