



## **Pehlay Akshar Foundation**

**Job Title: Project Coordinator - Learning Room**

**Location: Mumbai**

### **Overview of the Organisation**

Pehlay Akshar Foundation aims to bring a positive change in the lives of underprivileged children by teaching them functional English and empowering our teachers with skills to teach the English language in a safe and nurturing way.

The candidate will have an opportunity to work towards improving the learning outcomes of teachers and in fulfilling the potential of underprivileged children.

If you are enthusiastic, passionate, and committed to the cause of making a real difference to society, you may be the right fit.

### **Job Description**

#### **Program Implementation & Operations**

- Develop plans for effective program delivery, review implementation, and monitor the outcomes as per the agreed standards.
- Conduct sessions as per plans in Learning Rooms
- Ensuring the deliverables are met as per the timelines
- Develop Lesson plans as per Pehlay Akshar Ideology
- Support with creating project videos and creatives

#### **Government Liasoning**

- Build partnerships and maintain relationships with officials and external stakeholders
- Coordinate with concerned stakeholders for engagement to leverage the objectives of the program
- Liaise with govt officials and leads to ensure that relevant government authorities are updated on time

#### **Monitoring & Evaluation**

- Monitor and Track program progress based on M&E evaluation
- Collect and document reports on feedback, case studies, and testimonials from stakeholders
- Ensure effective data collection and presentation to suggest interventions where required
- Ensure timelines for the project are met as per the project timelines
- Responsible for preparation and compilation of Weekly/ Monthly reports
- Collect feedback by working extensively in the field

#### **Team Management**

- Manage respective school team members for daily operations
- Participate in planning team building activities and team performance reviews
- Provide professional development to the team members by supporting, mentoring and coaching them



## Pehlay Akshar Foundation

### Required Skills, Experience, and Qualifications

#### **You Have:**

#### **Skills:**

- Proficiency in English language (written and verbal communication skills)
- Team manager who can work effectively with peers, subordinates, and senior managers.
- Excellent technical skills including MS Word, Excel, PowerPoint, and Google functions.
- Ability to network and build relationships with government officials.
- Prior knowledge of training adults
- Ability to adapt quickly.

#### **Experience**

- Prior work experience in the development sector of around 2-3 years
- Passion of working in the education sector

#### **Qualifications**

- A postgraduate degree in any discipline

#### **Employment Type**

Full Time

**If interested in this opportunity: please send an email to [hr@pehlayakshar.org](mailto:hr@pehlayakshar.org) or [poonam.manik@pehlayakshar.org](mailto:poonam.manik@pehlayakshar.org)/ [sunayana.kilje@pehlayakshar.org](mailto:sunayana.kilje@pehlayakshar.org) along with your CV and a cover letter describing how you are a good fit at Pehlay Akshar.**

**For further information please visit us on <https://pehlayakshar.org/> Please support our 'A Story a Day' Campaign by reading a story to reach out to children during the pandemic on <https://pehlayakshar.org/a-story-a-day/>**