



**Job Title: Facilitator**

**Location: Mumbai, Maharashtra**

### **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 English language in a safe and nurturing way.

The candidate will have an opportunity to work towards improving 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 the society, you may be the right fit.

### **Job Description**

#### **Role and Responsibilities**

- Handling the entire logistics of the trainings as well as monitoring the training for smooth functioning
- Assist the senior trainers in training the Govt school teachers and facilitating session with students from government schools
- Maintain a database of the training sessions and follow up on trainings and recording the feedback from each training, testimonials, videos, pictures etc.
- Facilitating weekly coaching sessions with the teacher, also taking part in the content development of the sessions and implementing the same
- Liaising with the different government departments for the permission process of the program & maintaining good rapport with the teacher's & government officials
- Ensuring a positive impact of the program on the teacher's and keeping a track of the same through weekly reports and observation of their classes
- Facilitate some Pehlay Akshar -functional English program in the partner schools in rural and urban poor communities across the country
- Coordinate Volunteering for other programs of Pehlay Akshar Foundation
- Creation of content in physical/digital form to enhance classroom learning
- Managing external and internal stakeholders to ensure smooth delivery of the program
- Maintain and update efficient data and records of beneficiaries/students/stakeholders
- Work in collaboration with teams to align the systems/processes
- Collaborate with volunteers to come up with innovative and creative ways to deliver programs
- Support other projects/programs of the Foundation
- Liaising and maintaining good rapport with the government officials
- Ensuring a positive impact of the program on the teacher's and keeping a track of the same through weekly reports and observation of their classes
- Facilitate Pehlay Akshar -functional English program in the partner schools in rural and urban poor communities across the country
- Contribute in every way to help organisation meet its goals



## **Required Skills, Experience, and Qualifications**

### **Skills:**

- Experience – Freshers to 7 years
- Prior work experience in the development sector of 2-3 around years is an advantage
- Proficiency in English language is mandatory (written and verbal communication skills)
- Working knowledge of Marathi language
- Team player who can work effectively with peers, subordinates, and senior managers
- Excellent technical skills including Ms Word, Excel, PowerPoint, and Google functions
- Passion for working in the education sector
- Prior knowledge of training adults
- Ability to adapt quickly

**Ctc** – 2.04 Lacs to 3 Lacs p.a, depending on the experience

### **Employment Type - Full Time**

**If interested in this opportunity:** please send an email to [hr@pehlayakshar.org](mailto:hr@pehlayakshar.org) or [sairaj.salvi@pehlayakshar.org](mailto:sairaj.salvi@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/>