

American India Foundation (AIF) **Project Coordinator**

Position – Project Coordinator

Project – Vigyan Jyoti under Department of Science and Technology

Location – Delhi

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India. Learn more at www.AIF.org.

About the Project:

AIF has partnered with IBM and the Department of Science and Technology (DST) with an aim to serve India's science popularization agenda under DST, Government of India. Vigyan Jyoti under DST endeavours in bringing experts, mentors for multiple events, workshops and webinars in order to lend value to the student ecosystem in Navodaya Vidyalaya Samiti (NVS). The project will create a robust STEM ecosystem that creates critical thinkers, problem-solvers, and next generation innovators through MANAK in NVS and Stem For Girls India schools. American India Foundation will be implementing the project with the support of IBM.

Key Responsibilities:

The Project Coordinator will be responsible for managing the Vigyan Jyoti project across the states AIF is implementing it in. They will be responsible for coordinating with the implementing agency, its partners, and the states for implementation of the workshops. The person in this position will also mentor students to submit ideas under MANAK. The person selected for this position may be required to travel on short-notice and work beyond working hours. AIF is looking for a hard-working individual, who can go above and beyond their role for this position.

The responsibilities include, but are not limited to:

- Coordination with multiple stakeholders to ensure smooth implementation of the projects.
- Supporting the Project Lead with team management and assisting with project activities.
- Collating data for AIF's platform and ensuring quality standard.
- Facilitating with AIF's partners for conducting training sessions and workshops.
- Supporting the Project Lead with project roll out and conducting field visits.

- Coordinating with communications team for preparation of collaterals for the workshops.
- Supporting the Monitoring and Evaluation team to track and report progress of the projects.
- Maintaining relations with key stakeholders involved in the project with AIF.
- Carry out administrative tasks for the project, as may be required from time to time.

Qualifications and Experience:

B.Tech/Master's Degree in science disciplines with 2-3 years of work experience preferably within the Ed-Tech sector. Background in Science and Maths will be preferred.

Skills and Competencies:

- 2-3 years of experience preferably in a Project Associate/similar role.
- Knowledge of the Indian Ed-tech space and relevant stakeholders within it.
- Project management skills with a passion for social justice and the development space.
- Experience in data collation, content creation, and budget management is preferable.
- Problem-solving with an analytical bent of mind and out-of-box thinking.
- An understanding and commitment to the cause of the empowerment of women and girls from poor and marginalized communities in India.
- Excellent written and verbal communication skills.

Reporting: The position will report to the Project Lead.

Other: Salary commensurate with experience. Initially, contract shall be issued till May 2021, which shall be renewed on yearly basis thereafter, based on their performance.

Position Availability: Immediately

Application Process: To apply for this position, send your CV and covering letter describing your suitability for the role derecruitments@aif.org with the subject line "**Project Coordinator (Vigyan Jyoti)**".

Deadline for applications: **23rd November 2020**

Only applications of short-listed candidates will be acknowledged.