

## **American India Foundation (AIF)** **Multitasking Assistant**

**Position** – Multitasking Assistant

**Project – Engage With Science** - Vigyan Prasar (Department of Science & Technology)

**Location** – Delhi NCR

### **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](http://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. **Engage With Science** is an interactivity platform that will be built on top of the India Science OTT platform by **Vigyan Prasar**, an autonomous organisation of the **Department of Science and Technology** in collaboration with **IBM**. The platform's intent will be to engage with school students of India and senior scholars and academics subsequently and make them interact, participate and get involved with the sampling and active consumption of Science and Technology content on **India Science** ([www.indiascience.in](http://www.indiascience.in)) through usage of technology tools. American India Foundation will be implementing the project with the support of IBM.

### **Key Responsibilities:**

The Multitasking Assistant will be responsible for the effective implementation of the **Engage With Science** project. They will work closely with the Engagement Manager and Content Creator to conduct workshops and outreach activities, as well as create knowledge resources for the project and coordinate and deliver on miscellaneous tasks that may arise on a day to day basis.

The role is suitable for a self-starting individual who will be responsible for taking initiative and effectively providing support to key tasks for the project. 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:**

- Provide assistance in planning and execution of project management and strategy.
- Coordinate with external stakeholders to ensure achievement of deliverables.
- Coordinate with teams responsible for implementing the project across states.
- Assist knowledge partners and teams in creating knowledge resources for the project.

- Work closely with Monitoring and Evaluation team to ensure tracking and reporting of project activities and identifying development areas within the project.
- Analyze OTT Platform's data on student engagement and other aspects of the project.
- Assist in ideating and organizing activities and conduct workshops and for the project.
- Work closely with the communications team to ensure social media outreach.
- Support in research and analysis, and help teams build progress reports and presentations.
- Create written and visual content, including presentations and videos.
- Monitor and streamline administrative tasks, as well as data and expenses of the project.

### **Qualifications and Experience:**

Bachelor's Degree from a recognized University, preferably in a science subject with 2-4 years of work experience. Background in the Ed-Tech sector or in a communications role will be given preference.

### **Skills and Competencies:**

- 2-4 years of work experience, preferably in the Ed-Tech space or in a communications role.
- A deep interest in science or a background in science disciplines is highly desirable.
- Experience in project coordination, and communication and outreach is preferred.
- Experience of working with online tools and platforms will be preferred
- Must be a self-starter, who is able to effectively handle multiple tasks simultaneously.
- An understanding of the Indian education and Ed-Tech space is preferred.
- Strong passion for social justice and the development space.
- An understanding and commitment to the cause of the empowerment of women and girls from poor and marginalized communities in India.
- Good written and verbal communication skills.

**Reporting:** The position will report to the Engagement Manager.

**Other:** Salary commensurate with experience. Initially, contract shall be issued till March 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](mailto:derecruitments@aif.org) with the subject line "**Multitasking Assistant (VP)**".

Deadline for applications: **23<sup>rd</sup> November 2020**

Only applications of short-listed candidates will be acknowledged.