

**American India Foundation (AIF)**  
**Consultant – Content Coordinator (Digital Equalizer)**

**Program** – AMAZON AFE (Digital Equalizer)

**Designation** - Content Coordinator (Consultancy contract)

**No of Vacancies** - 1

**Location:** Delhi with travel to project location - Gurugram (Gurugram, Farukknagar, Pataudi, Sohna)

**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 9.2 million lives across 29 states of India. Visit [www.AIF.org](http://www.AIF.org) to learn more about AIF's work.

**About the Program:**

The Digital Equalizer (DE) Program of The American India Foundation (AIF) uses technology to transform the teaching/ learning process in under-resourced government schools. It utilizes technology to bridge the educational and digital divide in India by transforming schools, into dynamic places to teach and learn through collaborative, project-based learning. The DE Program, since its initiation in 2004 has impacted 15056 schools across 16 states covering 4.1 million students through 1,52,644 teachers. Presently, the program is being conducted in Delhi, Punjab, Haryana, Gujarat, Uttarakhand, Rajasthan, Maharashtra, Odisha, Telangana, Tamil Nadu, Karnataka, Andhra Pradesh, Bihar, Uttar Pradesh, Madhya Pradesh and Jammu.

The detailed **objectives of the proposed program** are:

- Develop scientific temperament and critical thinking by creating an enabling environment for children.
- Create an enabling environment of learning Coding and AI ML through innovative approaches and using technology and collaborated learning.
- Introduce 'Amazon Future Engineer' platform and related activities to students and teachers.
- Demonstrate innovations and presenting it in school forums.
- Support career counselling for students who have an acumen and interest for choosing a CS based career.

**Roles & Responsibilities:**

Content Coordinator will be the key focal point of contact for the knowledge management and would report to the State Program Manager.

The responsibilities include, but are not limited to:

**Content Management:**

- Content review, manage dissemination, supervise and monitor content usage.
- Content development (Coding, AIML), translation, modification, etc.
- Review of new content related to the program for inclusion/ expansion of the program.

**Documentation and Reporting:**

- Prepare weekly, monthly, quarterly and annual team reports as per the mandate of the program/ donor requirement/s related to content usage.

- Ensure reporting timelines of organisation and donor.
- Create repository of content, monitor usage of online content relevant/ pertinent to the program.
- Any other reports required by the SPM/ program team of DE/ Donor related to content.

**Capacity Enhancement:**

- Support/ facilitate/ conduct training sessions for data management for the team and relevant stakeholders on content.
- Create Training materials
- Work on enhancing his/her academic and other capabilities by taking part in organization driven initiatives as well making her/his own efforts, so that programme gets delivered in best possible manner.

**Others:**

- Maintain professional integrity and ethical conduct of working at all times.
- Ensure alignment with organisational policies.
- Ensure completion of any other organisational work assigned by SPM.

**Qualifications and Experience:**

Post-graduation; MCA with experience in large scale ed tech/ education program – Content development/ Content expert in Coding/ AIML.

**Skills and Competencies:**

- Proficiency in Coding, AIML is a must.
- Possesses a variety of skills – knowledge / program management, multi-tasking, time management, flexibility, and adaptability.
- Excellent communication skills in English and Hindi – both written and verbal.
- Excellent Analytical skills and problem solver.
- Ability to work in the field, with communities, and in multi-stakeholder processes.
- Readiness to travel and commit to demanding program requirements.
- Responds positively to feedback and respects diverse point of views.
- Excellent team player and works independently with the ability to take on additional tasks.
- Ability to work in demanding situations.

**Reporting:** The position will report to the State Program Manager of respective states

**Other:** Salary commensurate with experience. Initially, the contract shall be issued till March 2022, which shall be renewed yearly thereafter, on the basis of performance.

**Position Availability:** Immediately

**Application Process:** To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it to [derecruitments@aif.org](mailto:derecruitments@aif.org) with the subject line “Content Coordinator - AFE”.

Deadline for applications: 30<sup>th</sup> August 2021

Only applications of short-listed candidates will be acknowledged.