

<b>Position:</b>	Project Officer	<b>Program:</b>	Digital Equalizer (DE)
<b>Location:</b>	Uttarakhand	<b>Reporting Relationship:</b>	Regional Manager - North
<b>Nature of Employment:</b>	Fixed term Staff	<b>Number of Positions:</b>	Two

## **ABOUT AMERICAN INDIA FOUNDATION**

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 12.9 million lives across 35 states and Union Territories of India. Learn more at [www.AIF.org](http://www.AIF.org).

Digital Equalizer is AIF's flagship education program. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country. DE Program utilizes technology to bridge the educational and digital divide in India by transforming under-resourced government schools into dynamic places to teach and learn through collaborative, project-based learning and building 21<sup>st</sup> century skills amongst students, especially girls.

## **ABOUT DIGITAL EQUALIZER**

Digital Equalizer (DE) envisions a world where all children from under-served communities, especially girls, are prepared for a career and life. The program is bridging India's digital divide by providing and integrating technology into underperforming, under-resourced public schools, training teachers in techno-pedagogy and STEM (Science, Technology, Engineering, and Mathematics) methodology, and transforming classrooms into collaborative and interactive places for students to learn while preparing them for success in the 21st century global economy. Since its inception in 2004, the Program has empowered 5.4 million children with interactive STEM experiences, trained 182,025 teachers in STEM pedagogy, and transformed 24,471 schools across 35 states and union territories of the country.

### **Key Responsibilities**

The responsibilities include, but are not limited to:

### **Project Management:**

- Work closely with the Regional Manager on the Program's larger vision and mission, its planning and execution, process-documents, Annual Reports, Program Presentations, collaterals, financial documents and any other communication etc.;

- Provide a bridge for smooth communication between the Regional Manager and respective states where the Digital Equalizer Program, is being implemented;
- demonstrating leadership to maintain credibility, trust and support with senior management staff;
- Support team capacity building and preparation of resource materials, to ensure quality alignment of the projects with responsibility to deliver the same on a monthly basis along with the subject experts;
- Periodic field visits; &
- Responsible for quality and timely donor reporting.

**Other program specific tasks:**

- Liaise within and with other teams like Communications and Strategic Partnerships, to provide program data, case studies as required.
- Support program events and provide inputs for publications.
- Work closely with other functional teams (Finance, Admin, HR) for smooth operational functioning of the program.

**Financial Management:**

- Coordinate with Finance team for budget monitoring, grant disbursements and donor receipts.
- Ensure timely spending and effective utilization of funds.
- Ensure compliance on deliverables, non-negotiables and budget.

**Qualifications and Experience:**

Post-graduation in STEM with minimum 2-5 years' experience in large-scale ed tech/ education program – Content development/ Content expert in STEM Subjects

**Skills and Competencies:**

- Strong conceptual and analytical skills with awareness of program quality and other implementation challenges faced by team.
- Individual must have experience/ worked in technology-based education, pedagogy and possesses command over content creation.
- High level of maturity with excellent team management / leadership skills.
- Excellent understanding and experience with the technical aspects of the DE program.
- Conversant with emerging technologies, especially in the education and development sector, previous experience in Ed Tech space desirable ○ Excellent advocacy skills.
- Strong on networking and representation.
- Good research and data analysis skills and ability to develop partnerships.
- High level of communication skills – both written and verbal. English Mandatory.
- High level of interpersonal skills.
- A continuous learning, critical thinking and problem-solving mindset.
- Ability to work with a diverse group/ across teams.
- High level of coordination and organizing skills.
- Monitoring and evaluation expertise with the ability to provide training to teams and partners.

**Reporting:** The position will report to the Regional Manager- North.

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

**Position Availability:** Immediately

**To apply visit:** <https://forms.gle/PgTjSWFUxr6NjZC9>