

Job Description – Field Coordinator

Designation	Field Co-ordinator
Location	Field
Employment type	Renewable fixed term contract
Report to	Block Officer
Direct reportees	Team Balika

Organization Background

Educate Girls (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, Jhalawar and Banswara in Rajasthan and Jhabua, Dhar and Alirajpur in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan and Madhya Pradesh. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Role Overview

The field coordinator should work towards ensuring good qualitative education in all government school with basic infrastructure and child-friendly environment. S/he should set up a good liaison and rapport with cluster level stakeholders involved in our field work for the implementation of all activities relating to Educate Girls program.

Key Areas of Responsibilities:

- Enrollment, liaison with cluster level stakeholders
- Motivation and retention Team Balika and enrolled Girl's
- Empowerment of SMC and community mobilization

Job Responsibilities:

- Identification and enrollment of out of school girl's in respected cluster
- Ensures and organizes regular village meeting (Gram Shiksha Sabha) in each village and ensures active community participation.
- Ensures proper formation of School Management Committee (SMC) and identification of Natural Leaders with the help of Block Officer and conduct skill development training for NL and SMC members.
- Ensures that Creative Learning Teaching Techniques (CLT) is being adopted in all the schools and there is improvement in learning level of students
- Identifies team balika members and provide them hand holding support
- Maintains all program related records at cluster level

- Identifies school needs and develop SMC action plans
- To conduct Pretest and Post test in the schools
- Formation of BalSabha and implementation of Life skill activities in Upper Primary School
- To collect base line and end line data from respective cluster areas.
- Motivation to SMC members and preparation of School Improvement Plan

Education and other required qualifications/experience

- Graduate/Post Graduate/B.Ed.
- Fluent in Hindi and local dialect
- Experience in teaching, enrolment, education
- Good contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions
- Knowledge about Right to education, Child psychology and Motivation theory
- To facilitate meeting and training with villagers
- To deal with difficult people and convince them
- Organized, Credibility and responsiveness to all situations, Communicative
- Counselling and guidance, inclusive, open to change and entrepreneurial

Constraints:

Many trips, between 20 to 25 days in rural areas

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."