



## Job Description

### Job Details

<b>Role Title</b>	School Coordinator (Digital & Financial Literacy)	<b>Location</b>	New Delhi
<b>Reporting To</b>	Program Officer	<b>Term / Field</b>	Field

### ORGANISATION BACKGROUND:

Centre for Catalyzing Change (C3), is a not for profit organization that works to improve the lives of women and girls in India. Through local partnerships and programs, C3's proven approach to development gives women, adolescents, especially young girls the tools they need to improve their lives, as well as that of their families and communities. Our programs focus on increasing educational and livelihood opportunities for adolescent girls, ensuring access to lifesaving reproductive health information and services, and empowering women to become leaders in their communities.

### POSITION SUMMARY:

The School Coordinator will be responsible for coordinating and overseeing project work within schools, ensuring smooth implementation, effective communication, and achievement of program objectives.

### KEY ROLES & RESPONSIBILITIES

#### 1. Project Implementation:

- Plan, schedule, and facilitate school-based activities focused on digital and financial literacy, such as interactive workshops, hands-on training sessions, and awareness drives.
- Coordinate and manage logistics for all sessions, including resource materials, trainer availability, and technical setup.

#### 2. Stakeholder Engagement:

- Build and nurture strong relationships with school principals, teachers, students, and parents to ensure smooth execution of digital and financial literacy initiatives.

#### 3. Documentation and Reporting:

- Collect, compile, and maintain accurate records of session attendance, student participation, feedback, and learning outcomes.
- Ensure timely submission of reports, success stories, and impact data to the program team.

#### **4. Problem Solving & Conflict Resolution:**

- Identify and address operational challenges or student/teacher concerns related to digital or financial content or access.
- Collaborate with the program team to find practical solutions and ensure continuous improvement in project delivery.

*Note: The roles and responsibilities mentioned above are not exhaustive. Role holder will be guided to perform different tasks as necessitated by changing role within the organization and the overall objectives.*

#### **Required Qualifications & Skills**

- Bachelor's degree preferably in Social Work, Project Management, or a related field
- Formal training in computer literacy is essential
- Minimum of 3 years of experience in project coordination, preferably within the education sector or non-profit organizations.
- Experience working with schools, teachers, and education-related initiatives is highly desirable.
- Experience in CSR supported projects is desirable
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to work collaboratively with diverse stakeholders, including teachers, parents, and government authorities.
- Advanced skills in MS Office (Word, Excel, PowerPoint)
- Demonstrated ability to meet deadlines and work under pressure.
- Willingness to travel between schools and project sites as required
- Flexibility to work outside regular hours during events or peak project phases

#### **OTHER DETAILS**

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- **Application Link:** <https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-098>
- Only Short-listed candidates will be intimated.

*C3 aims to be an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability status. Women candidates are encouraged to apply.*