



Job Description

Role Title: Senior Program Officer – Community Processes	Location: Delhi
Reporting To: Head-Education Initiatives	Core / Field: Core

ORGANIZATION 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 Senior Program Officer – Community Processes will lead efforts to strengthen gender-responsive school management and deepen community engagement under C3's Girls' Education and Gender Equity Initiative. The role focuses on building inclusive leadership within School Management Committees, mobilizing communities—especially women and marginalized groups—and fostering partnerships with stakeholders to drive sustainable, community-led education reform in Jharkhand and Assam. This is a strategic role for an experienced professional passionate about gender equity, grassroots empowerment, and girls' education.

KEY ROLES & RESPONSIBILITIES:

Community Engagement & Mobilization

- Lead the design and implementation of a gender-sensitive community engagement strategy to strengthen School Management Committees.
- Promote inclusive participation of women and marginalized community members in school management.
- Conduct workshops, campaigns, and awareness drives to increase community ownership and support for girls' education.

Capacity Building & Support

- Oversee capacity-building programs for members, school leaders, and local representatives, focusing on leadership, management, and inclusion.
- Support targeted leadership development for female members.
- Coordinate with local departments and training institutions to integrate gender equity into training curricula.

Collaboration & Stakeholder Coordination

- Co-ordinate with departments and leaders to align efforts and strengthen school-community partnerships.
- Facilitate formal partnerships with local bodies to institutionalize community-led management practices.

Monitoring & Technical Support

- Provide technical support and mentoring to stakeholders, ensuring functionality and gender-responsive management practices.

- Contribute to regular monitoring and assessments to evaluate the impact of community engagement on school outcomes.
- Support cross-district/state learning and best practice sharing among community stakeholders.

Support & Sustainability

- Work towards strengthening community-based school management and gender-responsive practices.
- Collaborate with government counterparts to embed community engagement models into state education systems for long-term sustainability.

Documentation & Learning

- Document field learnings, case studies, and success stories to inform internal learning and external strategic partnerships.
- Contribute to donor and government reporting, working closely with the M&E and communications teams to highlight impact.

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:

- Master's degree in Education, Social Work, Public or related field.
- 10 years of experience in community development, education management, or related sectors, preferably in rural or multi-state contexts.
- Strong understanding of gender equity, school management structures (especially SMCs), and community mobilization.
- Proven ability to engage with government stakeholders and facilitate training.
- Excellent communication skills in Hindi and/or Assamese; knowledge of regional languages is a plus.
- Willingness to travel extensively within project states.

OTHER DETAILS:

- The offer made to the selected candidate shall be commensurate with qualifications, experience and salary history.
- Last date for submission of application: **18-January 2026**
- Please send your latest CV, with a covering letter at link provided
[Link: https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-024](https://mitr2.c3india.org/Career/Home/Application?Code=JOBID-024)
- The application must contain information about your current salary & benefits drawn (CTC).
- 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.