



eVidyaloka

To Educate - Anywhere Anytime

Job Title	Coordinator – Academy
Reporting into:	
Direct line	Ops Lead – eVidyaloka Platform
Dotted line	None
Job Purpose	<p>eVidyaloka focuses on delivering core subjects – Maths, Science & English - to rural children through a remote delivery model, in the local medium of instruction that both complements and supplements existing school curriculum, by bringing together three levers - People, Technology & Process. We involve the local communities to own the digital class rooms, connect and empower educated native-speaking volunteers, across the cities in India and world, to teach and mentor the children of rural villages of India.</p> <p>eVidyaloka is at a stage where scaling up is the only way ahead. Scaling up here means reaching out to more kids and giving them the quality education that they deserve. The eVidyaloka Academy will act as the catalyst for this growth. This will help eVidyaloka reach out to more states and empower the rural India to educate more children of their own region.</p> <p>Our partners are our pillars. Hence building the capacity of the rural end to run more digital classrooms is the key to scaling up for eVidyaloka. The Academy will be the support system for this growth.</p> <p>The purpose of this role is</p> <ul style="list-style-type: none"> • build capacity and enable different stakeholders to run the digital classrooms in government schools in villages • enable individuals, community, organization to deliver quality education with focus on continuous development in students • drive a streamlined training programme • facilitate the training by planning, monitory and additional support • track the training quality, collect feedback and implement suggestions
Principal Accountabilities	<ul style="list-style-type: none"> • Coordinate and collate training contents with content development volunteers • Plan, schedule and execute trainings for participants • Select, train the instructors/ trainers and support them to deliver sessions and assign them to conduct training • Perform administrative tasks such as monitoring costs, scheduling training, coordinating enrollment • Coordinate around timelines, content, technical capabilities. • Prepare and maintain a training log to track all the trainings • Engage with internal and external stakeholders involved in training. • Support the delivery of training with content and other training aids. • Work with the team to coordinate the content strategy to have a continual support system to the participants.



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Skills Required	<ul style="list-style-type: none"> • Training/ teaching • Content writing, developing training materials • Excellent command over English • Technology – Familiarity with the usage of Emails, MS Office, Skype, Recording software • Understanding of Design skills (Photoshop, illustrator) can be an added value. • A strong can-do, positive attitude, focused on delivery and outcomes. • A customer-focused, insight driven marketer with an ability to review feedback and implement changes • A strong collaborator, great at cross-functional working and influencing teams • Experience of driving engagement and re-engagement with technology based learning • Ability to shape a content strategy for next phase of eVidyaloka Academy
Personal Characteristics	<ul style="list-style-type: none"> ▪ Collaboration & Communication - Able to work across multiple Administrators, Local Partners and Teachers, who are located remotely, through Emails, Skype/Hangout and Phone ▪ Passion and Commitment to the Cause. Driven by strong belief about Education and the care for Children ▪ An innovative person who always is on a challenge to make current system better. ▪ Managing people, building relationships ▪ Confident in both written and spoken communication with the ability to present to large audience
Qualifications & Experience	<ul style="list-style-type: none"> ▪ Education: Post Graduate, preferable in education, HR, social sciences. ▪ Experience 4-5 years with project management, or an equivalent operational role ▪ Location: Bangalore ▪ Job Type: Full