



The **Ashraya Initiative for Children (AIC)** is a non-profit organization that runs several interlinked programs – ranging from education services to health and community outreach – for street children and their communities of origin in Pune, India. AIC was founded based on the principle that every child, regardless of race, religion, or family background, has the potential to succeed academically and become an aware, engaged member of society, given the proper support. Its guiding commitment is to improving and shaping the futures of vulnerable children in Pune by advancing educational opportunities, nurturing holistic development and building healthy, empowered communities. Website: [www.ashrayainitiative.org](http://www.ashrayainitiative.org)

#### Position description: Education Outreach Program Director

The Education Outreach Program Director is responsible for the overall leadership and management of the AIC Education Outreach Program, including general oversight, staff and curriculum development, academic strategy implementation, educational/administrative programming and procedures, and fiscal management. The Education Outreach Program Director is an important representative of AIC and will proactively support and promote the organization's mission and philosophy. This is a full year (12 month), full-time position.

#### Key Responsibilities:

##### Program Management and Leadership:

- Building a shared long-term strategy (including objectives, goals, outcomes, metrics) for the Education Program, to achieve the vision and mission of AIC
- Managing (hiring, training, observing, retaining) a program team of educators, coordinators, counsellors, support staff, and volunteers
- Working in close collaboration with directors and staff of other AIC programs at AIC toward successful achievement of shared goals and initiatives
- Ensuring the development of staff capacity through professional development plans, workshops, and timely, constructive feedback via evaluations
- Working in collaboration with partner school and organization to facilitate students' holistic growth and optimal academic placement
- Developing relevant contacts and partnerships and leveraging them to support AIC students whenever possible
- Proactively staying up-to-date and educating AIC team on latest developments and emerging best practices in the field of education
- Upholding and promoting AIC's mission and vision; showing personal investment in each child's success and leading the Education team by example

##### Program Operations

- Overseeing the day-to-day operation of the Education Outreach Program
- Taking ownership of the Hamari Shala Program – The schooling program at Ashraya
- Implementing and supervising general administrative procedures; striving to improve and streamline processes whenever possible
- Holding regular interactions with the teaching staff and volunteers to review status and impact of key activities
- Overseeing the enrollment and retention of children into the Education Program, as well as in local schools against ambitious targets
- Organizing regular field trips, workshops, guest lectures, and other educational activities for staff and students (approximately once every month)
- Creating a mechanism to track and record the children's progress, and then ensuring Education team utilizes this system effectively and regularly
- Balancing program scheduling, calendars, and timetables against ambitious student achievement targets and ensuring maximum support for students
- Tracking programmatic expenses and assisting in budget development, connecting with donors and other stakeholders
- Managing the organization's central data repository, ensuring that all Education Program-specific information is regularly updated and well-maintained
- Proactively supporting the ongoing data collection required for donor reports and updates (frequency and format of updates vary by report)

##### Research and Development

- Developing, reviewing, and revising a curriculum and associated resources library appropriate for various levels and language mediums
- Recognizing different educational philosophies and learning styles; helping team apply appropriate teaching and classroom management methods
- Maintaining maximum student retention and ensuring a high-quality educational experience for all students
- Acting as an integral contributor with respect to long-range program planning and developing metrics for evaluation of outcomes
- Demonstrating creativity and drive by constantly seeking opportunities to develop and improve the scope, activities, and outcomes of the program

##### Desired candidate profile:

The ideal candidate for this should have familiarity with the Indian education system, as well as experience working with children ranging in age from 3 to 18 years of age. Teaching experience in ESL or with limited English proficiency students is preferred, and/or experience with children from low-income and underprivileged backgrounds. The candidate should be a team player with the desire to work collaboratively and should enjoy the administrative challenges of coordinating a dynamic on-site team of diverse people for the maximum benefit of the organization's beneficiaries. He or she will be a creative problem solver and will be proactive and resourceful. He or she will manage time effectively, have the ability to delegate effectively, be exceptionally attentive to details and be self-motivated. The candidate must have excellent communication, technical and interpersonal skills and should be able to maintain productive, professional relationships with all relevant stakeholders.

##### Additional Qualification

- Full fluency in English and Hindi - written and oral (required); fluency in Marathi is a plus
- Degree in a relevant field and a minimum of 5 yrs work experience in a similar role
- Ability to interact professionally and courteously with students, parents, donors, fundraisers, program staff and Directors, local trustees, etc.
- Self-directedness and ability to achieve objectives with minimal oversight; ability to work flexible hours
- Excellent computer and analytical skills with proficiency in Microsoft Word, Excel, PowerPoint with superior typing skills

##### Salary and compensation:

Competitive compensation and incentives. Maximum annual compensation of INR 6 to 8 LPA depending on experience and performance.

##### Contact:

[tarun@ashrayainitiative.org](mailto:tarun@ashrayainitiative.org)



*Dedicated to improving the lives and shaping the futures of vulnerable kids in Pune, India.*