



Job Description: Regional Coordinator

About Sitare Foundation: Sitare Foundation, founded by Shilpa and Amit Singhal, believes in the power of education and the impact it can have on the lives of people. In today's world, good education is not always accessible to the underprivileged in our society. There is tremendous potential and talent in these children, all they need is access to good education. We believe in finding the brightest and most intellectually gifted underprivileged children from across India, and providing them with a great education.

The challenge of educating underprivileged children is daunting, but that does not and *will never* deter us. We are taking a scientific, step-by-step approach to impact lives, families, and societies through education. We aim to educate 50,000 students by 2050. We know that after going through our seven-year program, our students will shine like Sitare, and inspire millions in their own communities.

Overview of the role

The Regional Coordinator is a dynamic multi-tasking on-hands professional who is passionate about education and the social sector, and can enthusiastically support the mission of Sitare Foundation - to transform fifty thousand lives through education by 2050.

The Regional Coordinator will manage the operations activities in Jaipur and Ajmer cities. This is a dynamic and entrepreneurial role in which the Regional Coordinator will work directly with the Director of Operations. The position is based in Jaipur and involves frequent travel to Ajmer and travel to other cities depending on the need of the organisation.

Who should apply?

We are looking for someone:

- Who is passionate about bringing about change in the lives of children from an underprivileged background
- Has very good communication skills and can liaise with multiple stakeholders effectively
- Creative and collaborative
- Excellent planning and organising skills
- Has a strategic mindset and strong problem solving skills

Education and Experience

- Must have a Bachelor's degree in any field
- Atleast 3-4 years of relevant experience in project management, operations, administration
- Experience of working with children is an advantage
- Experience of working with government officials and education bodies is an asset

Key responsibilities:

- Understand and execute the operations strategy for the Foundation in Jaipur and Ajmer.
- Travel as required between Ajmer and Jaipur for the operation activities.

- Be the point of contact for all enrolled scholars before, during and after the classes.
- Coordinate with the partner school administration and operations management for timely distribution of books, stationery, uniform, deposit of fees and provide any other assistance required from the Foundation's end.
- Manage academic operations as and when required.
- Monitor the performance of HOPE scholars and benchmark it with the standards of the organisation.
- Maintain constant communication with HOPE scholars and their parents to ensure continuity in education.
- Demonstrate excellent communication at all times with the ability to modulate depending on the audience.
- Have a hands-on approach to liaise with state education authorities, block resource centre and government school administration to obtain maximum registration from government schools every year.
- Engage with parents/guardians of children to obtain maximum registration from government schools every year.
- Coordinate with vendors for operational activities, event management, conduct of examinations and interviews.
- Build an effective relationship with private school partners and officials.
- Organize large scale examinations in the different cities with excellent logistical planning and minimal disruptions.
- Take up additional responsibility from time to time as may be intimated by the Foundation.
- Create a community of engaging with parents at the grass root level. Devise ways of coaching and counselling them with the intent of educating them.
- Represent the Foundation at local community events as appropriate.

Others

- Provide additional support to the activities of the Foundation as may be required from time to time

Key skills and attributes:

- Excellent communication skills in English and Hindi. Other languages is a plus
- High sense of empathy & affection towards underprivileged children
- Deep knowledge of children psychology
- Proficient in using IT tools and demonstrate capability to learn new IT tools
- Strong sense of community engagement and the desire to make an impact
- Entrepreneurial spirit and growth mindset
- Strive for excellence and lead by example
- Enjoy hands on day to day work while keeping the bigger picture in mind
- Extremely structured and detail oriented
- Ability to work effectively independently with multiple stakeholders

How to apply

- Interested candidates may apply using this [link](#)
- For any additional queries, please email us at careers@sitare.org
- Note: The Job is exclusively for female candidates.