

Job Description

Program Executive, JNV Team, Avanti Fellows

Position Summary:

Program Executive will be working closely with the Avanti Fellows team, Tata Motors team and the regional offices of the Navodaya Vidyalaya Samiti (NVS). Her/his role includes liaison and building relationships with government stakeholders to ensure smooth running of projects.

Key responsibilities include, but are not limited to:

→ Liaisoning and coordination

- ◆ Liaison with the regional NVS office for all tasks related to the JNV program and to ensure proper infrastructure requirement for physical and virtual classes
- ◆ Connect with the DCs and ACs at respective NVS offices for coordination and approvals required for smooth functioning of the program
- ◆ Connect and liaise with the regional principals and teachers to understand gap areas in running the program and assist with timely solutions for the same
- ◆ Maintain a live channel of communication between NVS offices, schools, and knowledge partners
- ◆ Visit JNV schools and ITI centres regularly to keep the relationship alive

→ Project management

- ◆ Prepare a project progress tracker and ensure that it is updated regularly
- ◆ Organize counseling and motivation sessions with the students as and when required
- ◆ Connect with the students and seek regular feedback

→ Administration

- ◆ Ensure smooth implementation of the program across elements
- ◆ Work proactively keeping in mind expansion targets

→ Documentation and reporting

- ◆ Participate in meetings with all stakeholders and prepare and share the minutes
- ◆ Prepare weekly, monthly and quarterly reports for Tata Motors and Avanti Fellows team
- ◆ Create program impact reports
- ◆ Capture success stories and learning from operations of the program

Requirements:

→ **Education:** B.Sc./M.Sc./ B.E./B.Tech

→ **Experience:**

- ◆ Overall project management and stakeholder management experience
- ◆ Experience in the education space
- ◆ Previous experience of working with district or state level education officers

→ **Skills:**

- ◆ Effective communication skills, both spoken and written
- ◆ Strong problem solving ability and basic data interpretation skill
- ◆ Interpersonal skills, relationship building, and stakeholder management skills
- ◆ Basic proficiency in using computer software and a laptop with uninterrupted internet connection and a minimum upload speed of 2 MBPS

→ **Personality traits:**

- ◆ Deeply care about education and have empathy towards students from low-income backgrounds, their teachers and their parents
- ◆ Ability to connect with, inspire and motivate students
- ◆ Passion for working in the education sector and with government officials

Salary Details: Commensurate with experience

Location: Hyderabad, Shillong and Pune region (currently remote).

We, at Avanti, are committed to providing adequate travel and safety provisions for all our employees, if they need to travel or relocate (particularly in such challenging times).

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About Avanti Fellows

Avanti runs the largest system-wide interventions for Math and Science learning in government schools in India. Avanti uses the power of blended-learning, technology, and peer-instruction to create programs that are able to deliver consistent outcomes in low-resource settings. Our work spans nine Indian states impacting over 8 lakh students through large system-wide interventions in Haryana and the Jawahar Navodaya Vidyalaya Schools.

Avanti's JNV Program: This program supports students at the Jawahar Navodaya Vidyalaya Schools (JNVs) to prepare for high-stakes college entrance exams. Avanti sets up after-school programs in collaboration with school teachers that focus on additional test-prep for college entrance exams. Students going through the Avanti JNV program are twice as likely to be able to secure a position in professional colleges. In 2020, 60% of Avanti's students qualified the national engineering exam (JEE Main), compared to a national average of 34%.

Avanti's Sankalp Program: Over the past 2 years, Avanti has been running a large system change project in Haryana. The project covers 219 intervention schools, where teachers are being provided with technology and content to teach Mathematics and Science in Grade 9-12. In addition, Avanti monitors progress through a team of program managers and through the assistance of government officials. This project is being evaluated by JPAL and is currently funded by the Michael and Susan Dell Foundation, USAID, Morgridge Family Foundation and Douglas B. Marshall Family Foundation.

Avanti's Sandbox Project: This project consists of a carefully selected set of 40 schools spread across Delhi and Haryana which will be the base for our research and innovation initiatives. The objectives are to- i) inform product and program development, ii) rapidly test hypotheses and iterate program components, and iii) derive learnings to enable scaling of tested programs. These schools will be a pilot ground for both curricular and other programs focused on socio-emotional learning and study their effect on engagement and learning gains.

Avanti's Ghar Pe School Program: During COVID-19, Avanti has been coordinating a multi-state at-home learning intervention for low-income students called GharPeSchool. Avanti has also developed a new web-based platform that allows educators to add multiple-choice questions in the middle of any YouTube video to create a single learning item called a Plio.

Organizational Culture: Avanti Fellows has a team of just over 60+ professionals led by Akshay Saxena and Vandana Goyal. The leadership team has a 50:50 gender split with professionals from diverse educational and professional backgrounds. In addition, the organization offers a plethora of personal and professional development opportunities, including participation in multiple events in the education space and connecting with experts in the industry. Avanti Fellows pioneered self-directed "peer-learning" in public schools in India and we have been relying on it in our day-to-day workday as well. The team closely works with each other on execution and iteration of programs, while offering autonomy in decision making to help fuel each teammate's growth.