Job Description: Project Coordinator, Digital Literacy Programme

Nature of employment: Full-time
Reporting to: (Sr.) Project Manager
Location: Madhya Pradesh (Bhopal, Gwalior, Indore, Jabalpur, Ujjain)

About Peepul
Peepul is an education-focused non-profit organisation committed to transforming India's education system and enabling every child to reach their full potential. We work closely with national, state, and local governments to transform government schools and government systems. Currently, we work with governments in Delhi and Madhya Pradesh to meaningfully have an impact across ~325,000 teachers and 9.75 million+ students across 100,000+ schools.

At Peepul, we collaborate with school systems to build the capacity of leaders, teachers, and institutions. We advocate for policy improvements, support mentoring and monitoring, and enhance student-teacher engagement in classrooms. Our work has been recognised internationally, including receiving the Commonwealth Education Awards for Innovation and being featured in reports by respected organisations like the UN and the National Ministry of Education, India, and we are well-funded by both Indian CSR and prominent international Foundations working toward a common purpose of excellent education for the most disadvantaged sections of society.

Driven by our core values of impact, excellence, and leadership, we are a restless, resilient, and reflective organisations. Our team of 160 employees is passionate about creating lasting change and is rewarded competitively for their dedication. Join us in our mission to create a world where every child has equal access to high-quality education. Learn more about our transformative work at http://peepulindia.org.

Programme Overview
Peepul has been partnering with the School Education Department, Govt of Madhya Pradesh, for multiple years now. Working closely with the state bureaucratic leadership, Peepul has played a meaningful role in strengthening the education system of the state. The partnership has been a successful one – with national and international recognition of the work. Some of the flagship programmes of the state we are co-leading include:
- **CM Rise Teacher Professional Development programme**: This international award-winning programme looks to strengthen the training, coaching and performance management of the ~300,000 teachers across the state.
- **CM RISE Schools**: This breakthrough programme looks to build ~10,000 'world-class' public schools in the state, that enable excellence. In the first phase, there are 300 K-12 schools selected. Peepul is co-leading the Academic Support and Monitoring Unit.

Beyond this, we have been involved with **Mission Education** in the Alirajpur District of MP (Ministry of Education-led initiative for strengthening Foundational Literacy and Numeracy) and World Bank-supported projects in the state. Furthermore, we are expanding our partnership with **Amazon India under the "Amazon Future Engineers" umbrella**. This collaboration focuses on strengthening Computer Science education in CM RISE Schools in Madhya Pradesh. With a successful engagement in our Exemplar schools and now the scaling up of the partnership in Delhi, we have a solid foundation to enable this opportunity further.

About the role

The Project Coordinator at Peepul is purpose-driven, understanding the organization's values and the significance of their work. They embrace diverse perspectives, take ownership of deliverables, and work efficiently with minimal guidance. Their entrepreneurial mindset drives them to seek greater responsibility and contribute to organization-building activities. They possess extensive knowledge of the Indian education system, actively shaping best practices and maintaining clear communication. As supportive team players, they foster a positive team climate through active listening and self-motivation.

The Project Coordinator, Digital Literacy, plays a crucial role in ensuring the success of Peepul's continued partnership with the Government of Madhya Pradesh in achieving quality education for all and supporting the enhancement of the public school system in India. As part of this responsibility, the Project Coordinator will primarily manage the delivery and integration of the Computer Science curriculum within the state's academic framework while also planning and implementing capacity-building initiatives for school leaders and teachers. This role involves providing extensive support to divisional-level CM RISE Schools, ensuring continuous refinement and improvement to establish exemplary schools for others to follow.

Responsibilities would include (including but not limited to):
- Collaborate with CM RISE Schools at the divisional level to effectively implement the Computer Science curriculum and provide support to teachers and school leaders.
- Support the AFE team in conducting capacity-building programs for teachers and school leaders to enhance their proficiency in delivering the Computer Science curriculum effectively.
- Design and gather data as necessary for the continuous development and refinement of the curriculum and training programs for teachers.
- Design or provide assistance in creating engaging and effective short courses aimed at enhancing students' and teachers' learning experiences.
- Conduct pilot sessions on various computer science topics, such as MS. Office, Scratch Jr, and Scratch, with teachers and students to contribute valuable input for curriculum design and training purposes.

- Assist in designing impact-tracking mechanisms and tools aligned with the state's requirements to monitor the effectiveness and progress of the AFE program.
- Undertake any additional tasks necessary to successfully implement the AFE program in CM RISE Schools, Madhya Pradesh.

Qualifications and Role Requirements:
At Peepul, we seek talented professionals passionate about driving educational transformation and making a positive impact. We are looking for individuals who possess the following qualifications and meet the role requirements:
- **Educational Background:** A relevant educational background in Education, Computer Science, or related disciplines is highly preferred.
- **Work Experience:** We value both professional and personal experience. Candidates with 2-4 years of experience in managing and implementing educational programs, preferably related to digital literacy or computer science education. Additionally, experience working with educational institutions and implementing programs, preferably in public schools or with government education departments.
- **Other Skills**: Proficient in designing engaging computer science curricula and conducting effective capacity-building programs for teachers and school leaders.
- **Language Proficiency:** English and Hindi

How to apply
To apply for a position, click on the application link **here**.

You will be required to upload:
- **Your CV:** Please ensure that your CV provides relevant information about your professional and personal experience and details of your academic qualifications. CVs can be one to two pages in length.
- **A cover letter:** We highly encourage you to use your cover letter to showcase your specific interest in working for Peepul and demonstrate how your qualifications align with the role you are applying for. A tailored cover letter holds significant importance in Peepul's recruitment process as it enables us to comprehend your motivations for the position, your relevant skills, and the clarity of your writing.

For any further queries related to our hiring process and timelines, please contact us at recruitment@peepulindia.org.

The last date for the submission of the application is November 2023.