



Assistant Program Coordinator, English Access Microscholarship Program

Position: Assistant Program Coordinator

Location: Pratham –Ahmedabad, Gujarat

Program: Access is funded by the U.S. Department of State’s Bureau of Educational and Cultural Affairs. The Program provides English language training to under-served, 14 to 16-year-old students through afterschool classes and intensive summer learning activities. Access students gain an appreciation for American culture and democratic values, increase their ability to participate successfully in the socio-economic development of their countries, and gain the ability to compete for and participate in future U.S. exchange and study programs.

Position Summary: Pratham is looking for a candidate for the position of English Access Microscholarship(Assistant Program Coordinator) in the Ahmedabad Office. The deadline for applications is 30 April, 2016.

Main Responsibilities:

- Prepare information on applicants for selection processes;
- Solicit, interview, and organize a review panel to select Access teachers;
- Review student applications for the Access program to ensure eligibility and financial need;
- Work with Access teachers on the use of materials, writing lesson plans, evaluating student progress;
- Provide support and consul to Access teachers on proper classroom management, working with school directors and parents, and addressing areas for improvement;
- Provide updated teaching materials, communicating the purpose and intent of the materials, and providing the electronic delivery of the materials to Access teachers;
- Communicate on a weekly basis with each teacher, and assist in tracking attendance and student performance;
- Travel to Access classrooms and meet with teachers and students to assess and ensure the quality of the program and security of the materials;
- Advise and supply Access teachers with information on USG grant opportunities to fund follow-up teacher trainings and seminars;
- Respond to requests for information and collecting and process program feedback;
- Submit monthly advance budget requests and reporting monthly financial expenses;
- Submit narrative reports to the PAS as requested, and to liaise with the U.S. Embassy on program oversight, selection of supplemental teaching materials, and organizing extra-curricular events and guest lectures;
- Other program-related tasks, as required and assigned.



Qualification and Skills Required:

- Minimum Qualification - Graduate
- Demonstrated training or teaching ability;
- Strong English writing and communication skills;
- Effective, professional interpersonal skills
- Strong computer skills;
- Demonstrated organizational ability and attention to detail;
- Demonstrated problem-solving skills and the ability to manage multiple priorities quickly and effectively;
- Ability to work independently while contributing to an overall team effort;
- Proven effectiveness in a cross-cultural work environment;
- Knowledge of Gujarati would be an advantage

Remuneration: (Negotiable based on skills and qualifications)

Selection Process: To apply, please email your resume and a one-page statement of interest To access.pratham14@gmail.com and renu.seth@pratham.org

Please indicate in the subject line of the email “Access Program Assistant Coordinator Position”.

[Successful candidates will be invited for interviews.]

Last date for application: 30 April 2016