



Position: Program Associate

Location : Bangalore, India (remote till further notice)

Background

Project DEFY is a non profit based out of Bangalore, India that has been working in the sector of self design learning through learning spaces called 'Nooks'. The organisation works globally facilitating the setting up of 'Nooks' in communities hit by marginalisation and keen on creating their own learning systems.

Position Summary:

[DISPECS](#) (Disaster PreparEd Community Spaces) is a program in disaster preparedness with the vision of making communities around the globe self-reliant in the face of a disaster.

The Program Associate will report to the Program Lead at Project DEFY. They will be responsible for design and implementation of segments under DISPECS. The Program Associate would need to manage their overall segment, including project designing, defining timelines and implementation. Apart from this the Program Associate will also help the team in partnership building and onboarding.

Duration:

The role will be a consulting contract renewable at the end of 12 months from the starting date based on mutual discussion.

Work Experience: 2-3 yrs

Key Responsibilities:

- Designing the various segments of DISPECS using design methodology. This includes conducting research to understand the gaps, creating a solution and building a program design around the solution.
- Creating a pilot action plan to quickly pilot the prototype of the program.
- Working with the community to research and execute pilots on ground.
- Prepare the relevant marketing materials along with the communication team for the

pilot.

- Manage the on-ground volunteer team to execute the pilots.
- Create and facilitate training modules for the volunteers.
- Program-manage the execution timelines for the respective segment.
- Work with partners to support them in segment designing.
- Supporting the program lead in reaching out to potential partners and communicating our needs and requirements to partners.
- Create and maintain a variety of reports and documentation for the respective segment. Also support the program lead in creating program reports for internal and external use.

Desired skills, qualities and experience:

- **Job Role Related**

- Experienced in designing programs from scratch using any design methodology.
- Entrepreneurial experience is a big plus.
- Ability to work with marginalized communities on ground and an ability to appreciate diverse cultures and people from different socio-economic backgrounds.
- Demonstrated ability to handle a heavy workload with a high degree of adaptability, strong problem-solving skills, and to effectively work on and manage multiple tasks.
- Must perform detail-oriented work with a high level of accuracy.
- Ability to facilitate sessions and discussions for volunteers and partners.

- **Leadership**

- Ability to deal with and navigate through uncertainty.
- Must be a strong team player with the ability to establish effective working relationships with peers and partners.
- Good in persuasive communication and conflict resolution skills.

- **Social Sector inclination**

- Passionate towards contributing to the development sector and the social impact space.
- Background in the disaster preparedness/management and alternate education sector highly preferred.
- Prior experience in working with marginalised communities on ground is required.

- **Technical**

- Advanced knowledge of relevant software, including MS Office - Excel,

Powerpoint, and Word

- Familiarity with web based design tools (e.g Canva) and other website management/social media tools
- Experienced in documentation - report writing and operation documents
- Basic knowledge in budget,finance planning and management.
- Familiarity with the tenets of Design Thinking

- **Soft Skills**

- Strong fluency in the English language, with clear articulation of thoughts.
- Excellent interpersonal, strong written and verbal communication skills.
- Ability to exercise discretion on confidential matters.
- Demonstrated relationship-building skills, positive and proactive attitude

Compensation: INR 4.8 lacs CTC

Location: Bangalore, Karnataka, India (remote till further notice)

Your email should contain: a) Updated Resume b) Your current remuneration package c) Cover Letter

Send the above by due date to: gurkaran@projectdefy.org

Last date to submit the application: 20th September 2021

Hiring approach: The Program Associate is hired directly by the DEFY core team in Bangalore. The candidates must go through the 4-step hiring approach of DEFY, consisting of General Interview,Project Design, Writing task & Final interview.

In accordance with DEFY hiring priorities, individuals from social/ economic marginalizations are given preference.

Only shortlisted candidates will be contacted. If you don't hear back in one week from the last date of application please consider that your candidature is not being considered. No phone enquiries will be entertained.