



Role Description Delhi Operations Associate

Overview

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| Role Title | Delhi Operations Associate |
| Number of openings | 2-3 |
| Role Level | Associate Role 3-5+ years of prior relevant work experience |
| Type | Full-time |
| Location | Based in New Delhi (<i>Non-Negotiable</i>), The role will entail significant Intra & interstate travel across India depending on programs. |
| Compensation | <i>Pay will match Indian non-profit norms and similar organizations, discussed in our last selection round.</i> |
| Desired Joining Date | ASAP; <i>Serious candidates are encouraged to apply right away.</i> |
| Process to apply | Please fill out the Google Form mentioned below https://forms.gle/16wbxCEm6uNX2JD6 |

About Labhya

Labhya is an India-based nonprofit that enables children from vulnerable backgrounds with the necessary skills to cope with poverty & become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organisations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organisations.

Labhya is a dynamic and agile organisation that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 Million vulnerable children by 2030**.

Currently, Labhya has partnered with the Governments of Delhi, Uttarakhand, Tripura to co-create and implement well-being programs that **impact 2.4 Million children** across 22,000+ government schools in India. These social-emotional learning programs are the world's largest and India's first at-scale well-being programs.



Role Expectations and Qualifications & Skills / Experience / Characteristics

**All the below-mentioned tasks would be key to your role. The following requirements are not mentioned in order of priority.*

- Maintain and build new relationships and strengthen existing relationships with government officials in Delhi.
- Develop strong working relationships with district happiness coordinators, heads of schools, mentor teachers, teacher coordinators and teachers in Delhi government schools.
- Support Labhya in the development of strong relationships and documentation of the on-ground impact.
- Act as an anchor of the program between State/District/Zone level government officials and Labhya's Curriculum & Training team. Liaison and coordination with the concerned government officials regularly.
- Work closely with the Delhi government schools to support capacity building, program implementation and evaluation.
- Support Labhya in the collection of on-ground monitoring and evaluation data.
- Facilitate teacher training sessions to build capacity and prepare detailed training modules (develop interactive lesson plans/activities for different training programs).
- Work closely with the assigned State team to support the completion of any tasks related to the effective state-wide implementation of the program as needed.
- Work on documentation of reports, research, and other professional outputs according to the organisational guidelines.
- Work closely with the program and fundraising teams of Labhya to ensure the conduction of impact visits of partners, stakeholders, Labhya team members and funders as needed.
- Support any requests that may come from time to time from any State/district/block/school level officials we will directly work with.
- Anchor strategic positioning of the organisation at the state level.
- Development of program assessment protocol for evaluation and improvement of ongoing Labhya's Project.

Qualifications & Skills / Experience / Characteristics

- Fluent in both Hindi & English (Written and spoken) (**no-negotiable**)
- Willingness to relocate to Delhi. (**non-negotiable**)
- On-ground experience with children and youth. (**non-negotiable**)
- Prior experience working with school officials or government officials is highly preferred
- Bachelors/Masters in education, social science, or equivalent.
- 3-5+ years of experience in the education or development sector.



- An understanding of Social Emotional Learning, mental health, and psycho-social development psychology will be preferred.
- Good logistics and planning skills.
- Possesses strong relationship-building, communication, and organisational skills.
- Prior experience in managing multiple stakeholders for projects.
- Ability to handle multiple projects/ tasks and experience in handling processes end-to-end
- Ability to solve problems using particular lenses, best practices, and frameworks.
- Willingness to travel extensively (within Delhi).
- Carry out any other relevant duties as required.
- Working proficiency in Google Docs, Google Sheets, Google Slide, etc
- Excellent documentation and recording skills.
- Proficiency in research and design skills will be preferred.
- Willingness to learn and grow together with the team.

Current Team

Our team consists of a diverse group of professionals, educators, SEL experts, and entrepreneurs from renowned institutions such as Harvard University, Massachusetts Institute of Technology (MIT), Azim Premji University, Delhi University, Ernst & Young, and KPMG.

At Labhya, we cultivate an environment for learning, growth and excellence, and teamwork and collaboration are non-negotiable. If you're passionate about building a movement that will enable millions of children to become healthy, lifelong learners through systems-level change, this is the place for you. Change the world by working alongside inspiring leaders.

We are looking for proximate leaders to build with us! Join the global movement!

Further, Labhya's values are:

- An agile and supportive team that is driven by a problem-solving attitude
- Focusing on the well-being of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership