Want to know what it feels like to make a difference?
Join the Learning by Locals family!

Open position: Senior Coordinator
Location: Sanjay Colony, New Delhi (Near Harkesh Nagar, Okhla metro station).
Salary: Rs. 25,000-40,000 (Dependent on skills and experience)

DESCRIPTION:
Learning by Locals is looking for a self-motivated, responsible, initiative taking, problem-solving leader who has a passion for learning and seeks to be part of a bigger movement that provides a platform to young achievers of Sanjay Colony, Okhla to think bigger, better and clearer.

The Senior coordinator will be the face and heart of the day to day functioning of the learning center at Okhla. His/her role includes making the center a welcoming, learning –driven and comfortable environment for the students. The senior coordinator shall interact intensively with students, teachers, educators, and volunteers.

As the Centre keeps growing and as more interesting classes are added, the Senior Coordinator will ensure that the quality of the learning, classrooms, and teaching are up to standards.

The Senior Coordinator will mentor students, communicate with other NGOs, facilitate dialogue among the students and organize exciting activities inside and outside the classroom.

Further, the senior Coordinator will work in the community itself, represent our organisation and create meaningful connections with individuals, volunteers, partner NGOs, and organizations.

In the initial phase of working, the senior coordinator will also be expected to teach classes, and as she grows in this regard, the role will shift to identifying, training and monitoring other teachers to deliver quality and diverse classes.

Other roles of the senior coordinator shall include:

- Creating new learning opportunities for our students
- Writing proposals and applications
- Encourage a Reading Club
- Have special classes for the women of the community
- Update our Facebook page and website with ongoing activities
- Listen to feedback and generate ideas for new classes.

The position will report to Pradeep Kumar, Co- founder of Learning by Locals, and he will provide updates to the Advisory Board.

REQUIREMENT AND SKILLS:
Effective communication skills,
Previous experience in learner-centered teaching techniques, where the teacher and student learn together and treat each other with kindness.
Good written and spoken English
Fluency in Hindi
Passion for creating change in the individual and community
Passion for thinking of new ways to learn
Ability to kick start projects
Independent, pro-active and able to multi-task
Able to work with people from different backgrounds and countries

SALARY:
To be discussed based on experience.

APPLICATION PROCESS:
Please email your CV and a letter of interest to learningbylocals@gmail.com with the subject “Learning by Locals Senior Coordinator”. You can call +91 98689 26547 for more information.

ABOUT LEARNING BY LOCALS:
Learning by Locals is a registered NGO founded in 2017 located in the Sanjay Colony slum focused on education and youth empowerment. We strive to teach our students marketable skills that will help prepare them for success moving forward. We work to build a bridge between our students and opportunities that will enable them to not only better themselves but help their communities as well.