Job Role: Program Co-ordinator

Years of Experience: 0 to 2 Years

Location: Can be based anywhere in India, but prefer if located in Bangalore.

Type of Employment: Full time **Reporting To:** Founder/CEO
No of positions: 1

Job Highlight:
You will
1. Coordinate on programs and educational events
2. Ensure the classes are being conducted successfully
3. Seek partnership with corporates, professional individuals and educational institutions.

About Unherd:
We're on a mission to help pre-college students in India make informed career decisions using experiential learning and mentorship programs. We have impacted/educated over 450+ students on diverse careers and we are just getting started!

SUMMARY

Unherd is looking for a Program Co-ordinator to oversee, execute and lead our mentorship programs. As a key team member, this position will directly ensure the organisation's success.

The team member will also onboard industry professionals, corporates from diverse careers onto the platform and be responsible for the complete execution of our mentorship programs. They will also need to work closely with educational institutions in India. The role will require

strong communication, presentation and effective operational skills.

A successful associate will smartly organise a mentoring program to create maximum learning outcome from each mentorship class. They will help in creating proposals, meet corporations/industry professionals, schools/educational institutions, execute programs efficiently to develop close business partnerships with our stakeholders.

YOU'LL BE RESPONSIBLE FOR...

- Managing, coordinating, and leading the complete mentorship program ensuring maximum impact and learning outcome. This includes close coordination with mentors, corporations ensuring the program is running seamlessly.
- Driving the marketing and promotions of the mentorship program. It might involve creating landing pages, and promoting the designed pages.
- Onboarding new corporates, industry professionals and schools onto our platform.
- Selecting/shortlisting students for mentorship programs by going through their applications and interviewing them.
- Visiting the programs to check/make sure the students are engaged, involved and learning.
- Working closely with the founder to plan and develop innovative ways to increase the impact, growth and revenue of the company.
- Carefully project manage the timelines and relationships with all stakeholders to ensure all action items are carried out on time.
- Ensuring the mentor deliverables are being met by keeping a check during classes.

YOU MUST HAVE…
- strong communication, presentation and operational skills
- efficient organisation skills to manage multiple projects
- incredible attention to detail and ability to multitask
- empathy
- Bachelor's degree (though not mandatory)

IT'S AN ADDED PLUS IF YOU HAVE…
- experience in formal / informal K12 school education, either working in schools, non profits, edtech firms or in the teaching industry.
- proficiency with design software like photoshop/illustrator
- experience of managing a complete program/events
- some startup experience (either worked in one or started one of your own in the past)

YOU'LL BE SUCCESSFUL IF…

You are empathetic:
You genuinely care! You have the emotional intelligence to understand someone's problems and will try to act on it.

You're a great communicator/presenter
You can demonstrate effective stakeholder relationships by ensuring concise communications of needs and requirements. You have excellent communication skills, both while speaking and in writing. You have professional candor and you're great at resolving problems quickly and effectively.

You are passionate about education
You believe education can truly transform the world and make it a

better place. You know that skills, knowledge, and interest are crucial for every individual to succeed in the 21st century workforce.

You are a deal closer
When you tell people about your ideas, they become interested. You know how to negotiate, how to position a business pitch in the best possible light, and how to find solutions that turn a no into a yes!

You work well with people… and are 'people person'
You love working with people from diverse backgrounds, cultures and experiences. People love interacting/talking to you and look forward to having a discussion with you.

Relationship building comes naturally to you
You understand relationships are at the core of any successful partnership and instinctively know how to develop/cultivate strong business relationships.

You're organized
You can handle and prioritize multiple projects/programs of various origins at once. You can turn any meeting or email thread into actionable items for multiple people. You work smart, not hard.

You're a great communicator/presenter
You can demonstrate effective stakeholder relationships by ensuring concise communications of needs and requirements. You have excellent communication skills, both while speaking and in writing. You have professional candor and you're great at resolving problems quickly and effectively.

Perks and Benefits:
•Though we are a social business/startup, the salary compensation will be like a for-profit company.
• Flexible schedules and required time off to ensure you are well-rested.
• Opportunity to work directly with the Founder/CEO and will receive a recommendation letter based on deliverables/quality of work.
• Opportunity to see your skills and passion actually change a student's life.

TO APPLY

• Attach your resume and
• tell us what you would do in this job role to help Unherd grow. We prize brevity, so please try to be as specific as possible.

Your resume and answer could be emailed to: contact@unherd.in with Subject Line " Partnerships Program Associate "Please include how you heard about the position for our tracking purposes. Applications will be accepted until the position is filled.

// Unherd.in is an Equal Opportunity Employer and will make decision without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other status protected by law. All employment is decided on the basis of qualifications, merit, and business need.//