

Executive-Education Training Specialist

About VigyanShaala

VigyanShaala is a multiple award-winning organization whose work is internationally recognized by G20, Department of Science and Technology India, NITI Aayog, IIM Bangalore, and Centre for Global Equality, Cambridge, UK, Falling Walls Berlin, Nature London. VigyanShaala's founders, board, mentors, and supporters are alumni of the top 0.1% of Global Universities, working to create deep meaningful systemic changes at scale. We aspire to be the leading execution and policy oriented STEM non-profit in India within the coming 5 years.

We believe everyone should have the opportunity to create a better world through science and we are on a mission to enable the innovators of tomorrow to achieve their dreams by bringing science, technology, and learning to their doorstep today. Our flagship She-for-STEM initiative is scaling with international presence and is an internationally award-winning initiative. Here we nurture Undergraduate Women in STEM. Our deeper intervention of Rural STEM Champions Program we build community labs in remote areas, primarily in the Himalayas and nurture bright STEM undergraduates from marginalized backgrounds as Community Champions. Join us in the next revolution in Science

About the Role:

At VigyanShaala we want all of our Team Members to dream: The mission of Kalpana-She for STEM is to recalibrate gender balance in STEM disciplines and workforce. Our dream is to change the lives of at least 10,000 women in STEM within the next 12 months. This is an online mentoring program provides women with career clarity, mentoring and skilling opportunities, networking with global peers, STEM experts, and potential employers. Kalpana's evolving curriculum, designed to meet the needs of our fellows and the STEM industry, provides agency to young women to take the next step in STEM education and join the STEM workforce – and we invite all motivated candidates to apply.

This is a **full-time** opportunity in **Pune**. We are looking for a dynamic and passionate teammate with awareness about diverse STEM career opportunities and someone who has thorough understanding of activities and skills required to build a rewarding career in STEM. You will act as an active mentor and will wear multiple hats, including facilitators, teachers, friends, researchers, and collaborators. You will be responsible for implementing Kalpana's world class career and professional development curriculum through a combination of workshops, pre-recorded lectures by global experts, and ask-me-anything sessions and checking of assignments. You will also be involved in moderating MasterClass and inspirational speaker sessions by role models.

The Path to the Dream would require the following actions you may have to take:

- Check assignments and provide timely feedback on assignments to students. The assignments include, strategic professional tools, including self-understanding, individual development planner, career exploration, master's planning, CV/resume, job/scholarship interviews and other related topics.
- Engage with students through live ask-me-anything sessions to clear doubts and respond to their queries regarding assignments.
- Attend online training sessions at regular intervals to understand how the content is being delivered.
- Assist Senior Mentor in moderating MasterClass and inspirational speaker sessions by role models.

- Expected Travel Time is 5%
- Increase the visibility of VigyanShaala in National and International forums and societies- visit conferences and give talks online/offline.
- Can preferably start the role immediately at the earliest possible date
- Preferably someone who understands and feels passionate about the cause
- Until such a time where the product offerings do not stabilize, you will face many times where you will have to take on tasks outside your JD, as each one of us does.

What we would prefer from our Applicants:

- Bachelor's Degree from a Tier-1 University preferably in STEM background. B.Ed. degree would be a bonus.
- Prior experience in career guidance and coaching is a plus.
- Excellent written and verbal English communication skills is critical.
- Should be able to convey complicated concepts in a simple manner understandable to non-expert audience.
- Adept at creating high-quality PowerPoint Presentations
- Start the role at the earliest possible date.
- You are expected to bring your own laptops – we can provide refurbished laptops in other circumstances.
- Certifications in Communication, Story Telling, or other similar fields relevant to this position is beneficial.

What we offer:

- Creativity and autonomy of a start-up environment with exciting stakeholders located globally.
- Inspiring colleagues with an opportunity to build processes from ground-up.
- Access to a Global network that is driven to create opportunities in STEM for the most marginalised.
- You will be a growth partner, someone who will grow with the organization by constantly enhancing your own skills and competencies.
- An emerging social start-up venture with a dynamic working environment and tremendous scope for personal and professional growth.
- Our products shift regularly based on customer feedbacks, hence change happens fast and you will have a say on pivoting products quickly. Your work will create change right in front of you.
- The pay range is from 3LPA to 4LPA CTC.
In case of Exceptional candidates, more senior positions can be offered from for 4-5 LPA.

How to Apply:

For Applying to the position please Apply here through this form and upload your Cover Letter, CV, Motivation, LinkedIn Profile and work-sample if any:

<https://forms.gle/g4hfw7W6q2beKqxLA>

If you have any opinions or other queries please email to:

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