

Senior Executive-Operations (Telugu, Only Women Candidates)

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:

This is a **Full Time** Opportunity based in the state of **Telangana (Hyderabad) with trips to Uttarakhand**. We are looking for positions in the Executive, Senior Executive or Associate Level depending on the experience. You will be coordinating & collaborating with Colleges on the ground, planning and executing our curriculum in these colleges, and executing activities to keep students engaged from each college. Program monitoring and problem solving on field will be the first priority. You will be based out of a college/office in Hyderabad and you will establish & building new partnerships with Govt. Functionaries to keep them informed of the progress and liaise with them to expand the program to more colleges. In the next 2 years we will need to scale in Telangana and Andhra Pradesh, and you will be an important part of this growing team.

At VigyanShaala, we want every one of our FTEs to be able to dream. The goal of this role is to create a sustainable ecosystem for girls from Telangana State where they can find relatable role models to guide them in their scientific quest and break down traditional access barriers, resulting in each of these girls being transformed as a human being and helping to create a more equitable and sensible world through science. The dream is to reach every girl in the two states with our curriculum – more than 10,000 strong – Every Year.

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

- Preferably someone who understands and feels passionate about the cause.
- Facilitate/Coordinate with Govt. officials, mentors, Kalpana fellows, and partner colleges to ensure our curriculum is delivered to all the colleges efficiently
- You will be responsible for maintaining attendance and program outcomes in Telangana Colleges. You will be the first point of contact for any challenge faced by students/colleges.
- You will Conduct onsite interactive sessions to understand the ground realities (challenges) with the students & college faculty.
- You will train fellows and teachers in the VigyanShaala mentoring curriculum

- Help streamline technology for students and colleges through onboarding and induction. Collating, sorting, streamlining, and analysing data for reports.
- You will be responsible for 30 colleges in the beginning which will slowly increase to 100 colleges. You will visit every single college and visit a core group of them regularly.
- Taking ownership of smooth communication across various channels. This includes Monitoring and providing regular status updates to various stakeholders
- You will be a part of developing processes to scale to 3000 colleges in the state in the coming 2 years. Opportunity for growth is unlimited in this role.
- Expected travel time is 70%.
- Until such a time when the product offerings do not stabilize, you will face many times when you will have to take on tasks outside your JD, as each one of us does. You will create a process for your role.

What we would prefer from our Applicants:

- Start the role at the earliest possible date is a huge advantage.
- Bachelor's or Master's Degree in Social Science Required from a Tier-1 University
- 0 - 5 years of work experience in a relevant position of Operations & Program monitoring. Freshers are welcome to apply. Starting remuneration depends on profile and experience.
- The ability to speak, communicate and teach in Telugu fluently is mandatory for this role.
- Position open to only women, since you will be stationed and will travel to women colleges.
- Good understanding of STEM education & STEM careers is a plus. Background degrees or training in STEM is a huge plus.
- Excellent documentation and reporting skills. Most of our reporting and operations happen in Excel and not in word. You will have to get comfortable in working with Excel/Sheets
- Ability to own data collection and reporting for deep dives and escalations.
- Motivated to work on unscheduled and urgent deadlines
- Clarity of Thought Processes (Structured thinking, ability to convey complicated concepts in a simple manner understandable to non-expert audience)
- Good at Making Clean Clutter-Free PPTs and good 21st-century skills is a plus
- Certifications in Communication, Story Telling, or other similar fields relevant to this position are beneficial.
- You are expected to bring your own laptops – we can provide refurbished laptops in other circumstances.

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 position is for an Executive role, or a Senior Executive role based on the qualifications and experience. The pay range is from 3LPA to 5LPA CTC. In case of Exceptional candidates with experience, an Associate role can be offered for 5 - 7 LPA.

How to Apply:

If you have any opinions or other queries please email to: Vijay.Venugopalan@VigyanShaala.com.

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>

