

## Job Description: Associate, Remote Accelerator

Atma Education, an NGO based in Mumbai, is an accelerator for Education. Atma empowers grassroots educational initiatives to grow bigger, better and stronger, in a lasting way thus turning potential dropouts into graduates. Atma addresses the challenges that an NGO encounters and works with them by adopting a systematic management approach. This eventually enables them to scale up, expand their reach and increase student learning outcomes.

Over the years Atma has developed and accumulated a large bank of tools and resources which are now available online for a larger number of organisations to use through a moderated process which has been formalised in the form of an online portal called the Atma Network. This is expected to serve as a feeder to the accelerator programme. The Atma Network comes under the purview of the Remote Accelerator Programme.

Purpose of this position: The Associate, Remote Accelerator will be assisting in management of the Atma Network and other aspects of the Remote Accelerator Programme

Location	Mumbai
Time Commitment	Full Time
Reporting to	Lead Consultant, Remote Accelerator
No.	Key Job Area
1.	<b>Remote Accelerator</b> <ul style="list-style-type: none"> <li>• Research for potential organizations to partner with</li> <li>• Provide assistance with recruitment of these organizations</li> <li>• Establishing and maintaining relationships with these organisations</li> <li>• Event Support</li> <li>• Volunteer management</li> </ul>
2.	<b>Atma Network</b> <b>Relationship Building</b> <ul style="list-style-type: none"> <li>• Maintain regular communication with registered organisations</li> <li>• Helping them take surveys</li> <li>• Taking project requirements and rotating that with the volunteers</li> <li>• Proactively encourage users to sign up for training and workshops</li> <li>• Track the resource utilisations and proactively identify potential dropouts in advance</li> <li>• Do regular check-ins with inactive organizations</li> <li>• Coach existing members through any questions or challenges they face</li> </ul> <b>Communication</b> <ul style="list-style-type: none"> <li>• Conducting webinars</li> <li>• Engaging and attracting new users through the social media platform</li> <li>• Finding new means of collaboration with partners (registered orgs)</li> </ul>

	<ul style="list-style-type: none"> <li>• Connecting with partners to help them feature their work on different platforms</li> <li>• Identify new organisations through secondary research and contact them</li> <li>• Encourage registered organisations to refer other organizations</li> <li>• IVR development and maintenance</li> <li>• Curate content for and publish monthly newsletters</li> <li>• Research avenues to market the Atma Network</li> </ul> <p><b>Website Maintenance</b></p> <ul style="list-style-type: none"> <li>• Checking and updating the website's regular features</li> <li>• Checking and Updating the website content regularly</li> <li>• Keep track of the number of visitors to the website and their activities</li> <li>• Channelize the feedback regarding user experience to the technology partner and continuously think of ways to improve the user experience</li> <li>• Ensure that the content uploaded is consistent and harmonised with other content</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Volunteer management</li> </ul>
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<b>Skills</b>	<b>Knowledge/Experience</b>	<b>Attitudes</b>
Excellent interpersonal skills	Bachelor's degree or higher (preferably in Social Science)	Detail oriented
Excellent verbal and written communication	A minimum of 2 years work experience	Friendly and professional demeanour
Excellent coordination skills	Research and reporting experience	Positive and energetic attitude
Creativity	Experience with front end client relationship management	Self-starter
Problem solving	MS Office, Photoshop and other common software	Maturity
Ability to deal with ambiguity	Experience/Knowledge of handling a web portal	Assertiveness in communication
Excel Skills		

**To be noted:**

*Given that the Remote Accelerator Programme is currently evolving, please take note that this list of activities and KRAs is not exhaustive. The Associate role, along with the Remote Accelerator Programme itself, is expected to evolve towards a more validated version of what it stands as today. Accordingly, the Associate will be required to take up new tasks as stated to be of importance to Atma.*

**Atma's Policy on Child Protection and Safeguarding**

**Atma has a strict zero tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.**