



CMCA is an equal opportunity employer and is committed to creating an equal, inclusive, and diverse work environment.

Job Description

Position Title:	Programs Associate- Magic Box, Kanchipuram	
Function:	Program Implementation	
Level	I1, Associate	
Position Reports to:	Assistant Manager	
Supervises	NA	
Location:	Sriperumbadur, Walajabad Kanchipuram	
Purpose: <i>The Programs Associate supports the Programme Lead Kanchipuram Magic Box programme in coordinating and delivering CMCA programs in Kanchipuram District and surrounding locations. This position is responsible for day-to-day implementation, monitoring and reporting of the Magic Box program and any associated CMCA tasks.</i>		
Key Responsibility Areas (KRAs)		
KRA	Description	Performance Indicators
1. Coordinate and Implement CMCA's Magic Box program in Chennai/ Kanchipuram and surrounding areas in Tamil Nadu	<ul style="list-style-type: none">• Schedule & monitor day to day activities• Support in identifying schools to participate in the program• Support in ensuring identified teachers are adequately trained in a timely manner• Ensure timely availability of program materials• Ensure that compliance and diligence processes are adhered to• Provide feedback and support to teachers• Support with ongoing stakeholder relationship management including with school management, donors, parents and government departments	<ul style="list-style-type: none">• Completion of activities as per plan• Adequate size of facilitator pool• Stakeholder feedback
2. Program Impact monitoring and enhancement	<ul style="list-style-type: none">• Monitor program delivery quality on an ongoing basis• Ensure teachers adhere to the reporting requirements on a timely basis• Update required trackers and applications to monitor program delivery• Implement evaluation tools as per the MEL domain calendar• Actively seek stakeholder and target audience feedback• Through Schools, reach out to parents for garnering support for the MB/SEL programme	<ul style="list-style-type: none">• Timely and accurate documentation• Feedback received• Timely roll out of evaluations• Process Improvements suggested



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3. Capacity Building	<ul style="list-style-type: none"> • Keep upto date wrt social, political, education related new thinking, trends, issues • Attend organization training programs • Seek feedback and identify opportunities and avenues to enhance own capability • Build own capability (both technical IT skills and programmatic skills), in delivery of quality programs • Support in developing the capability of field volunteer and educators 	<ul style="list-style-type: none"> • Quality of ideas/ suggestions • Training programs attended • Independent efforts made to enhance own capability • Timely completion of training of teachers • Number of Volunteers requiring retraining/ mentoring support • Alignment with organization values and principles
4. Grow the CMCA footprint <i>(Stretch Responsibility)</i>	<ul style="list-style-type: none"> • Be a champion for CMCA and represent the organisation within the location/ region • Identify opportunities to grow and expand the reach of CMCA - depth and breadth • Support organisation initiatives and contribute to other areas as needed • Provide suggestions for improvement 	<ul style="list-style-type: none"> • Feedback from other department colleagues • External connections made/ nurtured • Programs expansion

Person Profile:

Education Background	<ul style="list-style-type: none"> • Minimum: Bachelor's degree in social science / humanities/social work or equivalent • Desirable: A Master's degree or equivalent
Years of experience	<ul style="list-style-type: none"> • 0-3 years of relevant experience in social sector
Industry Exposure:	<ul style="list-style-type: none"> • NGO of a similar nature • School or College
Type of Experience:	<ul style="list-style-type: none"> • Basic computer skills- Microsoft tools such as Word/ PowerPoint/ Excel; Internet usage; familiarity with Apps • Exposure to teaching, working with students/ education is highly desirable, though not mandatory
Additional Requirements:	<ul style="list-style-type: none"> • Readiness to undertake school and department visits using personal vehicles (have a valid Motor Vehicle driving licence and a 2-wheeler). • Laptop – desirable for reporting and coordination