



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

JOB DESCRIPTION

Position Title:	Associate_KREIS and Programs	
Function :	Program Implementation	
Level	I1, Associate	
Position Reports to:	M0, Senior Officer	
Supervises	NA	
Location:	Ramangara	
<p>Purpose: <i>The Associate_KREIS and Programs is responsible for supporting the coordination of CMCA programs in KREIS schools as well as supporting the implementation of other CMCA programs in Ramanagara/ other locations in Karnataka.</i></p> <p><i>in 2025-26, This position will be required to travel across assigned districts to ensure smooth implementation of the program in KREIS schools and also support other ad hoc program needs as they arise</i></p>		
Key Responsibility Areas (KRA)		
KRA	Description	Performance Indicators
1. Support in coordinating KREIS program implementation <i>(directly in allotted districts and overall across all districts)</i>	<ul style="list-style-type: none"> Coordinate with district officials across districts to sign up schools, collect MOUs and cheques Plan and coordinate trainings in each district along with the Training team Once the program is running, guide teachers on updating the App, ensure timely updation, pull out reports and perform basic analytics Conduct regular session observations at random and document and provide feedback Ensure other team members are completing their KREIS tasks Form groups for all teachers, provide information and reminders, support in mentoring teachers, answering queries, helping in app updation etc 	<ul style="list-style-type: none"> Timely completion of onboarding documentation Timely and smooth conduct of trainings Quality and timeliness of app updations Regular conduct of session observations Quality of reporting and analytical support
2. Coordinate and Implement CMCA's Clubs programs in Ramanagara/ surrounding areas	<ul style="list-style-type: none"> Increase the uptake of the program in existing schools/ colleges and sign on new schools/ colleges Schedule & Monitor day to day activities Build the pool of volunteers/ educators- keeping in mind current needs and future requirements as the programs expand Ensure timely training and availability of program materials Ensure appropriate resource allocation and capacity utilization for various programs As a facilitator, conduct CMCA programs in the allocated schools Ongoing stakeholder relationship management as appropriate for various programs Document and report on activities 	<ul style="list-style-type: none"> Completion of activities as per plan Adequate size of volunteer pool Stakeholder feedback Quality of sessions delivered in person



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3. Program Impact monitoring and enhancement	<ul style="list-style-type: none"> • Monitor program delivery quality on an ongoing basis • Ensure volunteers 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 • Analyse and Identify ways to improve ground level impact • Strive for continuous improvement in delivery capability and program management techniques 	<ul style="list-style-type: none"> • Timely and accurate documentation • Feedback received • Timely roll out of evaluations • Process Improvements suggested
4. Capacity Building	<ul style="list-style-type: none"> • Keep upto date wrt social, political, education related new thinking, trends, issues • Seek feedback and identify opportunities and avenues to enhance own capability • Build own capability in delivery of quality programs • Assess training needs of team, volunteer/ catalysts and ensure gaps are covered • Support in closing learning gaps in coordination with Training Domain and HR domain as appropriate 	<ul style="list-style-type: none"> • Independent efforts made to enhance own capability • Program evaluation scores • 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 	<ul style="list-style-type: none"> • Feedback from other department colleagues • External connections made/ nurtured • Programs expanded/ new programs introduced

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"> • min 3-5 years of relevant experience
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"> • Exposure to teaching, working with students/ education is highly desirable, though not mandatory • Basic computer skills- Microsoft tools such as Word/ Powerpoint/ Excel; Internet usage; familiarity with Apps • Preference will be given to candidates from Hosur