

# PROGRAM INTERN



## About Life-Lab

Learning Is Fun & Experiential (LIFE) Lab envisions a world in which every child enjoys learning and lives with a scientific attitude. We seek to make learning engaging and relevant for students as well as to empower educators to create self-sustainable experiential learning environments. Thus, at Life-Lab, we innovate simple products that spark creativity and problem-solving skills in children and devise effective pedagogical processes that enable teachers to enhance their own knowledge, skills, and mindsets to facilitate holistic learning. To learn more about the organization, please visit:

[www.life-lab.org](http://www.life-lab.org)

## Position Summary

Program Intern will manage the relationship and the activities in the school to ensure effective and smooth implantation of the program. The impact of the program hinges on the effectiveness of the intern. He/she should understand the program in its entirety and should be able to build a strong rapport with the school team (Headmaster, Teachers & Children) to align and invest them into the program. He/she should support the school team with necessary know-hows and occasionally provide hands-on support to the teachers to conduct Activity Based Learning (ABL) classes. The intern would be solely responsible for any and every activity that takes place in his/her designated school, and must ensure successful implementation.

## Key Responsibility Areas:

- Coordination
- Training & Support
- School Visits
- Data Collection & Reporting
- Organizing Events
- Relationship Management
- Support to Innovate, Design & Improve Operations Process

## Roles & Responsibilities:

- **Coordination**
  - Coordinate with the Ops Team and the school team to ensure smooth flow of information and effective program implementation.
  - Coordinate with the school and collect the school & delivery information such as number of teachers, students, kits required, delivery dates etc.
  - Plan all the activities in advance and keep both ops team and school team updated and notified adequately and appropriately.
  - Schedule the visits by the Life-Lab team or the donors are promptly scheduled and smoothly executed.
- **Training & Support**
  - Conduct teachers training and orientation program & ensure the trainings are conducted as per the specific standards as suggested by development team
  - Provide teacher with individual consultancy support to motivate them and help them conduct effective ABL class.
  - Provide teachers with assistance to conduct class, on need basis, and only with the permission of the teacher.

For more info, log on to [www.life-lab.org](http://www.life-lab.org)

# PROGRAM INTERN

- **School Visits**
  - Conduct school visits as required by the program
  - Ensure effective implementation of the program
  - Track progress of the teachers in terms of their adaptation, children's experience and number of activities conducted.
  - Keep the headmaster posted on all the activities and progress of the program
  - Conduct timely observations, assessments & interviews with the school team
- **Data Collection & Reporting**
  - Liaison with the internal teams to understand the client requirements
  - Track and collect the data (Case Studies, Testimonials, Pictures, Kit Usage numbers, etc) at every check point
  - Report the progress to the respective teams on scheduled intervals.
  - Monitor and control the deliverables/requirements
- **Organizing Events**
  - Plan & budget for the school events such as program launch, program closure, school level science day, etc
  - Coordinate and organize the events
  - Ensure the presence of the critical stakeholders for the respective events
- **Relationship Management**
  - Build the rapport with the school principal, teachers, children & donors
  - Liaison with internal teams to establish progressive relationship with internal stakeholders such as product development team, production team & marketing team
- **Innovate, Design & Improve Operations Process**
  - Update yourself with contemporary best practices in the industry to apply the same to improve operational processes and enhance performance levels
  - Provide inputs and feedbacks to respective teams to enhance quality of product, training program and content

## Knowledge Area:

- Program Management
- Event Management
- Training
- Stakeholder (Internal & External) Management
- Basic Statistics and Data Analysis
- Basic Finance & Budgeting

## Skill Set:

- Interpersonal Skills
- Communication Skills – Written & Verbal
- Presentation Skills
- Negotiation Skills
- Conflict Management
- Planning & organizing
- Motivating Others

# PROGRAM INTERN

## Competencies:

- Objectivity (in decision making, in assessment, during conflicts, etc.)
- Ownership
- Adherence
- Coordination
- Financial Discipline
- Influence
- Result Oriented/ Performance Centric
- Customer Focus

## Candidate Profile

We are looking for an individual with a go-getter attitude and a go-to personality. Someone who can drive the projects and keep the momentum on and at the same time is extremely understanding and approachable to both internal team and the client.

## Qualification & Experience:

- Graduate in any discipline (Science graduates preferred B.Sc., B.E, B.Ed.)
- Experience in the school or NGO (Education) as teacher, trainer, program coordinator, etc

## Stipend

- CTC 5000 – 7000 per month based on experience, passion & appropriate skill sets

**Location: Delhi**

**Opening: Immediate requirement**

**Positions available: 2**

**Duration: 3 months (January 1, 2019 to March 31, 2019)**

**To apply contact: Vishakha Hegde, email – [info@life-lab.org](mailto:info@life-lab.org)**