

Content Manager , Delhi

About the Organisation:

Saajha, a non-profit organization, is missioned to enable parents of children studying in government schools to be partners in their Child's education. Supporting parents at home so that children learn better is our key focus. Saajha is currently working across 1300 schools in Delhi and Maharashtra. Saajha's work has been recognised by Echoing Green Fellowship, Forbes India award, NASSCOM award for technology and Action for India Tech Challenge.

Since the last year, with the pandemic and lockdown in place, parents now have to play an even more challenging role to support child's learning at home when schools are shut and the entire paradigm shift has changed how learning is happening at homes. In such a scenario, it's even more important to support parents and build their capacities to support their child's learning. As we've seen in the last 5 years in Delhi parents, when supported well, can play a pivotal role in the child's overall development and learning at home. This role entails supporting parents to enable them in supporting the child and child's learning at home.

About the Role:

We are looking for a highly motivated, energetic and cause-driven candidate to collate and create content and document learnings, processes from programs and interventions to support ongoing projects.

The role would entail creating content for end beneficiaries (parents of children studying in government schools) in association with project teams or curating content with help from other partner organizations and would also involve meticulously documenting the learning and challenges of projects.

Job Responsibilities:

- Work with project teams to understand the content requirements of parents
- Curate content from other open-source platforms/organizations or create content in association with Project Leads.
- Create processes to ensure regular documentation of projects, case studies and other relevant collaterals and lead the documentation of interventions for Saajha's internal processes.
- Concept conceptualisation along with Program Managers to create content
- Basic video editing of videos created for programs and outreach

Job Requirement:

- 3-4 years of experience of working at the grassroots, preferably in education

Please submit your application [here](#)

- Excellent written and verbal communication skills
- Good command of Hindi and English - both written and spoken
- Openness to learn, experiment and innovate content to be dissemination through technology (calls, SMS, WhatsApp chatbot)

Why should you apply:

- The role will give you an opportunity to create and curate content to support end beneficiaries. This will give you space to experiment, learn and directly engage with end-users wherever possible.
- The role will also give a candidate the opportunity to work with collaborating with partner organisations to curate content for rolling out interventions to connect parents at scale or intensive level
- This will also be a good opportunity to understand how content is disseminated through tech-enabled interventions to create an impact
- This would be a great opportunity for a detail-oriented and meticulous candidate to streamline learnings, challenges through documentation
- This will also be an opportunity to work closely with Program Managers and Operations Lead at Saajha

Selection Process:

1. Submit your resume, cover letter and 2 references to careers@saajha.org
2. Written exercise
3. Telephonic Interview
4. Field Visits
5. Personal Interview

Remuneration:

- Rs. 40,000 to Rs.45,000. Negotiable for the right talent

