



## Program Lead

**Job Title:** Program Lead

**Essential Qualification:**

1. Post Graduate in any field
2. Maximum age limit 30

**Preferred Qualification:**

1. MA in Social work, MBA, MSW,
2. Min 1 Year of Experience

**Posting Location:** New Delhi

**About UPAY:**

UPAY strives to make education for all increasingly accessible with its two major prongs – Footpathshaala and Reach and Teach. Children are taught through open classroom programs using various recreational and skill developmental activities with the vision of a world where education is no longer a distant dream for every child.

UPAY is the product of a passionate young IIT Kharagpur graduate wishing to change the life of every Indian child through the most powerful tool – education. Intending to replace begging bowls with books, Varun Shrivastava, along with three equally driven young Engineers laid the foundation for UPAY on 20th May, 2010. Since its inception 12 years ago, UPAY has achieved various milestones with its multi-dimensional and personally-catered approach. With the motto that, if the children can't reach school, let the school reach them, UPAY envisions removing the disparities in the field of education.

**About the Position:**

The Program Lead will be a key member reporting to the Chairman and working in proximity with the Functional Directors.

You'll have to acquire the basic working of the organization, taking care of its diverse functions (like, operations, HR, Tech, Skill Development, CSR, Marketing), so we expect you to be an efficient leader. You will have a team of managers working under you.

You will be responsible for Planning, directing and overseeing the operational policies of the organization's respective zone keeping in mind the rules, initiatives, and goals. You shall help UPAY execute long-term and short-term plans and directives by implementing vision, management, and leadership.

If you also have excellent people skills, and exemplary work ethics, that will be an added advantage. The goal of the Program Lead is to secure the functionality of our organization to drive extensive and sustainable growth.

**Essential Skills:**

1. Good verbal and written communication skills.
2. Excellent Knowledge of MS office
3. Staffing, planning, and people management
4. Managing performance
5. Promoting process improvement
6. Strategic planning
7. Marketing skills

**Key Responsibilities:**

- Directs, administers, and controls the day-to-day operations and activities of facilities and programmes in an assigned area.
- Identify and associate local youth with UPAY and develop them as a leader
- Provides leadership, support, and guidance to the team.
- Participates in the implementation of divisional and organization initiatives and strategies.
- Ensures a strong and robust communications process between all managers and staff within the area and across the division as needed by leading communications sessions and meetings with managers and ensuring the appropriate dissemination of communications to support staff.
- Implements New initiatives, including prompt corrective action plans for locations with below threshold performance.
- Ensures all employees/associates receive the appropriate training and education, including ongoing compliance training.
- Coordination for CSR funds and projects.
- Coordination with supporters and stakeholders.
- Coordination for Skill development centres
- Coordination with the Local authorities.
- Marketing and Promotion based activities.

**Additional perks and benefits:**

1. Performance Bonus
2. LOR shall be awarded for exceptional work

**Salary:** Rs 25,000-30,000 /Month