

Location : Chennai

Position : Project Coordinator – Model School Program

Date of Joining: September 2022

About TIDE –

Technology Informatics Design Endeavour (TIDE) is a 29-year-old Bengaluru based NGO providing technology solutions for societal needs. TIDE is an award-winning NGO, and its work encompasses biomass-based cooking / industry solutions, energy efficiency / conservation, climate education, WASH and waste management, technology-based skilling & rural livelihood augmentation, and rural women leadership. TIDE complies with all legal and statutory requirements diligently. TIDE is a registered society and has valid FCRA, CSR certification, 12A, 80G, PAN. All audit and annual reports are available on the website.

The work culture at TIDE is professional, caring and gender neutral. We strive to offer exciting career growth opportunities for deserving candidates.

High level job responsibilities

- ❖ Manage and coordinate all activities of TIDE Model school program for Chennai region
- ❖ Work with Partners (funders/ Others) to identify and select prospective schools which meet TIDE's school
- ❖ Act as single point of contact with funder for the assigned project and work to meet all committed deadlines (sessions , Interventions, Volunteer engagements , periodic reporting , attending review meetings etc.)
- ❖ Manage the budget for the project
- ❖ Manage the resources allocated for the project.
- ❖ Liaison with schools, conduct need assessment and identify for partnering.
- ❖ Assist in repackaging (If needed for local cultural needs) the environmental education curriculum and session materials.
- ❖ Manage the planning and installation of demo interventions on energy, waste and water at schools enabling conceptual learning to school children.
- ❖ Act as facilitator (Teacher) for the Model school sessions in the school
- ❖ Facilitate volunteer engagement initiatives at the school.
- ❖ Undertake activities to bring in ownership by school community including teachers, parents, and local community

- ❖ Track impact with data and document the same

Eligibility criteria

- ❖ Science / engineering degree with a strong technology aptitude; post-graduation desirable
- ❖ Minimum 2 years work experience in handling sustainability projects / education projects/ teaching experience

Essential Attributes:

- ❖ Should have a pleasing personality
- ❖ Ethical and honest
- ❖ Passion for environmental sustainability & education
- ❖ Should like Working with Children , teachers and knowing educational framework
- ❖ Fluent with languages (English and Tamil)
- ❖ Familiar with data-based planning, implementation, and impact assessment
- ❖ Excellent communication and networking skills
- ❖ Good digital skills with understanding of using tools for content creation, conducting sessions, etc
- ❖ Willing to travel extensively within Chennai and to program sites out of station on need basis

Preferred attributes

- ❖ Familiarity with purchase / procurement processes and vendor management
- ❖ Volunteer handling experience / CSR project experience

Terms

- ❖ This is a full-time job based in Chennai.
- ❖ Salary range is between 4.2 LPA and 4.8 LPA.
- ❖ TIDE offers medical insurance, gratuity, and staff loan benefits.

Interested candidates may please fill [this form](#) and attach the resume in the form. Please write to info@tide-india.org for any clarifications. **Only those applications received through the form would be entertained.**

Last date to apply is 15th August 2022.