PROGRAM MANAGER

ArtSparks Foundation is an educational not-for-profit organization that uses art as a powerful medium to support 21st Century learning and life skills development in children from underserved, under-resourced communities across India. ArtSparks also supports the professional development of facilitators, teachers, education administrators, civil society organizations across the country, enriching teaching practices to positively impact student learning.

At ArtSparks, we believe that a great education should equip children with skills to handle life's complexities—skills such as problem solving, flexible thinking, creative risk-taking, perseverance, collaboration, communication, and so much more. We believe that creativity is a critically important skill for the future with far reaching benefits; that art provides rich and diverse opportunities to help foster meaningful learning. Through our programs, we therefore create vibrant opportunities for learning through art that help develop essential 21st century learning and life skills in a wide range of learners.

JOB DESCRIPTION

Role: Program Manager (Full-Time)

Purpose of the Role: The primary purpose of this role is to strategically plan, organize, implement, monitor, assess, and continuously deepen the impact of the work of ArtSparks' Creative Learning Lab (CLL) program to ensure that they serve as demonstration centers of best practices.

Key Responsibilities:
(Include but are not limited to)

- Plan and manage various aspects of implementation of ArtSparks' Creative Learning Lab (CLL) program within Govt. schools, ensuring that they serve as demonstration centers of best practices
- Conduct regular visits to CLL's to observe and document facilitation practices as well as student learning
- Conduct regular visits to partnering schools to build on-ground relationships with the various stakeholders (HM, teachers, parents, community members, etc.), and leverage support aimed towards achieving the vision set for the CLL's
- Regularly collect and maintain clear, measurable, and qualitatively rich data from the field during school and CLL observation visits, in addition to collecting key quantitative data.
- Monitor and assess, through careful analysis of data collected, the implementation of the various dimensions of the CLL program and their impact. Use this information gathered through analysis to address any issues and further strengthen the program.
- Regularly track progress of key program activities, timelines, and deliverables, ensuring accountability
- Prepare reports, briefs, and communication materials for donors, school heads, and educational officials, showcasing the impact of the CLL program and building deep understanding and trust in the work done.
- Oversee capacity-building of CLL facilitators through provision of ongoing professional development, formal reviews, etc., enabling their continued development into capable educators that can support the learning and developmental needs of their students
- From time to time, represent ArtSparks and its work through the Creative Learning Labs at various events/forums

- Conduct outreach to identify new schools and recruit CLL facilitators (when the need arises)
- Other tasks as assigned

Preferred Education & Experience:
- Graduate or post-graduate degree (Education, Social Work or Psychology preferable)
- Minimum 2 years of experience working in the field with children from underserved communities within under-resourced schools or through an NGO (preferable)
- Any experience of monitoring and evaluating the effectiveness of programs, building strong relationships with stakeholders (teachers, parents, etc.), and conducting workshops for teachers is an asset

Required Competencies:
- Possess the ability to collect and analyze data to monitor progress, measure impact, identify challenges, make informed decisions to address challenges, and strengthen programming
- Possess excellent planning, organizational and multi-tasking skills with an ability to effectively handle multiple projects and priorities in a timely manner.
- Possess the ability to proactively anticipate challenges, strategize, and problem-solve
- Possess strong interpersonal skills and the ability to build relationships, communicate effectively, influence and motivate people to work towards a common goal.
- Possess a deep sense of integrity as well as high levels of ownership, personal responsibility and commitment towards your work as an education administrator working within underserved communities and under-resourced government schools.
- Possess deep interest in and commitment to working in the field.
- Be resilient with a can-do attitude, possessing the ability to adapt and innovate in challenging situations.
- Be able to speak and understand Kannada well.
- Possess fluency in English. Proficiency in report writing in English is an asset.
- Possess patience and an understanding that educational change takes time and effort.

Location of Work
ArtSparks office in Bangalore, as well as school sites across Bangalore.

Compensation:
5.25 – 6.5 LPA *(based on qualifications and experience)*

To Begin the Application Process
Visit this link (https://forms.gle/UjdFakKahnm1UJZr8) to complete and submit the Job Application Form. Only those candidates who have made it through the application screening process, and who meet eligibility criteria, will be contacted.