

# TEACHFORINDIA

## Job Description Associate - City Support

<b>Position Title:</b>	City Support Associate	<b>Reporting To:</b>	City Director
<b>Function:</b>	City Operations	<b>Level below CEO:</b>	3
<b>Level:</b>	Associate	<b>Geographical Responsibility:</b>	City
<b>Team Size:</b>	Nil	<b>Financial Responsibility:</b>	Nil

### Position Summary

The City Support Associate will be responsible for providing support to City Directors in managing smooth operations of the city and ensure roll out, ongoing monitoring and execution of systems in the city .

### Responsibilities (80% of time)

- 1. Overall:** To Integrate the work of all verticals to smoothen City Operations
  - a) To manage and maintain professional calendars for the City
  - a) To maintain Fellow Databases and Partner school details
  - b) To coordinate with respect to City meetings and Trainings
- 2. Placements:** To support the Placements Manager ensure Placements for each Fellowship cycle are secured and positive relations are maintained with partner schools
- 3. Human Resources:** To support the Human Resources needs of fellows during the entire Fellowship Lifecycle from their recruitment to separation
  - a. To ensure availability of updated documents for Fellow induction
  - b. To ensure implementation of Fellow Exit policy, Leave Policy,
  - c. Support Volunteer Management and Engagement (identification of needs, allocation to classrooms induction and engagement in addition to supporting recruitment, selection and training of volunteers)
  - d. Track Development conversations of PMs and help in analysing the feedback
- 4. Finance:** To set up processes and monitor the systems that help Finance to ease out its functioning with respect to - Collection of bills against reimbursement process, Salary Collection from Schools, Facilitate payment of salary to Fellows
- 5. Impact:** To analyse student assessment data and feedback from various city stakeholders such as Fellows, school leaders, parents etc
- 6. Administration:** To work closely with Administration in setting up processes and systems and monitoring them for smooth operations in the city
- 7. Others:** To conduct application and/or phone reviews of Fellowship applicants, support funder visits to placement schools, etc

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## Knowledge, Skills and Abilities

**Preferred Edu. Qual.:** Graduate

**Preferred Experience:** 1-2+ years in data analysis roles preferred

**Skill sets:**

1. *Proficient in excel*
2. *Data analysis*
3. *Critical thinking*
4. *Organisational ability*
5. *Good Communication Skills*