

TEACHFORINDIA

Job Description Associate, Impact

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|------------------------|-------------------|-------------------------------------|------------------|
| Position Title: | Associate, Impact | Reporting To: | Director, Impact |
| Function: | Impact | Level below CEO: | 2 |
| Level: | Associate | Geographical Responsibility: | National |
| Team Size: | Nil | Financial Responsibility: | Nil |

Position Summary

The Associate, Impact will support the achievement of Teach For India's organisation goals by supporting effective performance management in all regions through the efficient management of data systems.

Primary Responsibilities (80% of time)

1. To create, test and finalize data tracking tools to be used by Fellows and staff.
2. To coordinate across verticals to ensure accurate data collection and collation based on the process laid down across staff and Fellows.
3. To conduct data analyses to ascertain progress towards goals and allow for effective decision-making
4. To coordinate with the technology team around the development of new or improved data systems and processes.
5. To develop and implement data collection for bi-annual surveys of Fellows, and analyze and publicize survey results.
6. To assist in creation of organisation-wide score-card based on the overarching organisation vision and mission.
7. To cascade the organisation-wide score-card into regional / department / staff / Fellow score-cards.
8. To ensure adherence to the score-card norms for data collection across verticals.
9. Provide support to the Community Development Project.
10. Coordinate collection of documents for Fellow Portfolios.
11. Coordinate distribution and collection of TFI-wide assessments, compile related data, and conduct analysis.

Additional Responsibilities

1. Manage additional projects based on the priorities of the city operations and training teams.

TEACHFORINDIA

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Bachelors degree
required

Preferred Experience: 2+ years

Skill sets:

1. Critical thinking,
2. Attention to detail,
3. Ability to simplify complex data sets and derive useful analysis
4. (Strongly preferred) Advanced Excel skills.