

# TEACHFORINDIA

## Associate- Communities and Placement

<b>Position Title:</b>	Communities & Placement Associate	<b>Reporting To:</b>	City Director
<b>Function:</b>	Program	<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 Communities and Placement Associate will be responsible for establishing, developing and maintaining relationships with the communities, other NGOs working in and around the placement schools and schools to ensure that the Fellows and Program Associates are able to concentrate on delivering on their goals for the children.

### Primary Responsibilities (80% of time)

1. To monitor, track and solve for issues linked to children's attendance and dropouts
2. To solve for cases in relation to the communities and parents of the students that Fellows and Program Associates need support with.
3. To create and maintain a database of NGO's and emergency contacts in and around the placement schools.
4. To establish links and facilitate relationships between local community leaders / NGOs and the Fellows to gain support with children's issues that may arise during the Fellowship.
5. To establish the link between Teach For India and the communities to make them open to the involvement of the Fellows.
6. To assist in conducting parent-teacher meetings with Fellows.
7. To identify placement schools for fellowship cycle.
8. To establish initial relationships with the schools for Fellow placement for the 2010 – 2012 Fellowship cycle.
9. Building and maintaining relations with local government officials and obtaining relevant information and documents on an ongoing basis

### Additional Responsibilities (20% of time)

10. To support Fellows around helping with field trips for school children.
11. To support Program Associates in establishing relationships with the school leadership.
12. To support Program Associates in establishing relationships with the communities.

### Knowledge, Skills and Abilities

<b>Preferred Edu. Qual.:</b>	Graduate	<b>Preferred Experience:</b>	2+ years in social work Work experience in education sector preferred
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**Skill sets:** 1. Proficiency in local language (Eg, Marathi for Mumbai / Pune).

# TEACH**FOR**INDIA

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2. Ability to network and establish relationships in low-income / under-resourced communities.
3. Strong on resourcefulness