



## Job Description for Program Manager - Full Time

**About the org:** KicKOff Solutions is a nonprofit platform supporting tribal & slum girls across a dozen Indian states and Mali - Africa through sports-based scholarships, change-maker skill building programs, tech infrastructure access, national/international exposure, and career mentoring support. We hope to empower a few hundred underprivileged girl leaders as future change-makers and role models, and develop relatable hero stories featuring real underprivileged girls to provoke community level dialogues challenging discriminatory gender norms.

**About the Role:** Through a specialized program management function, we wish to streamline operations execution for meetings efficiency & documentation excellence across meetings with girl leaders supported, skilling programs for girls & partner coordinators, and internal & support functions. The expected weekly time split is an average of around 10-11 hours for meetings + 10-11 hours for documentation + 10-11 hours for travel (usually 1 week/month), with fluctuations in some weeks that we would hope to minimize together with the selected candidate through good operational planning.

If you are confident of your experience in program coordination, documentation, and interacting with lesser privileged girls, and passionate about joining a social impact movement for empowering girl leaders through sport, get in touch. We'd love to hear your story, and discuss if/how you could join us.

### Type of Engagement & Remuneration

- A yearly consulting contract (Mon-Fri work week) after a 6-month observation period
  - Leave allowance: Indian national & local state holidays + 12 annual vacation days
  - The contract may be terminated by either party with a notice period of one month
- A flat fee of INR 25,000 per month for the first 6 months of observation. On confirmation after 6 months, this will be adjusted to INR 33,000 base per month + INR 5L/year Medical Insurance for self & family (including any children, spouse, and dependent parents)
  - 10-15% base increment/year from year-2, subject to performance-based contract revision
  - All actuals of travel costs (tickets, transport, stay, food, laundry) to be compensated separately

### Job Responsibilities

Scheduling and documenting

- **Quarterly meetings with girl leaders** supported (~30/month X 30 mins each)
  - Includes online meetings + field trips across ~12 Indian states (1 week of travel/month)
- **Externally facilitated online skill building** sessions for girl leaders & partner org coordinators (~4/month X 2 hours each)
- **Funds check with partner orgs:** disbursements & utilization (~3-4/month X 30 mins each)
- **Weekly & fortnightly team meetings & monthly board meetings** (7-8/month X 1 hour each)
- **Support function review meetings:** Monitoring & Evaluation, Social Media, Online Comms (3-4/month X 1 hour each)
- **Quarterly Events & Newsletter & Annual report** readiness meetings (1-2/month X 1 hour each)

### Eligibility Requirements

- Good verbal communication skills (English: Read-Write-Speak, Hindi: Read-Speak) to interact confidently & sensitively with girl leaders, partner coordinators, org members and support function personnel, along with strong documentation skills to capture key insights concisely
- 2+ years of experience in program management in the development sector, with proficiency in coordinating extensively to schedule calls ahead of time on Google Hangouts/Zoom, and share agenda and meeting notes
- Demonstrated ability & will around interacting with empathy with lesser privileged girls & their families, and openness to travelling to visit them in remote tribal & slum communities for field visits; typically for a week every month