PI JAM FOUNDATION

213, Mhada Colony,Rajiv Nagar (south), Viman Nagar, Pune -
411014
Contact: 9637195855 | www.thepijam.org
CIN:U74995PN2017NPL172480

Job Description from Pi Jam Foundation for their next Program Manager

Role: **Program Manager cum City Lead**

Location: **Hyderabad**

Salary Range: 3,60,000 - 4,80,000 INR P.A

Do you believe in making present day education relevant to the future our children are set to enter?

Foreword:
Working in a start-up in the social space is very underlined challenging but comes with extremely high growth potential. People who are purpose and passion driven, wanting to learn and grow themselves and the organization, thrive in this set-up and reap the benefits of ownership, recognition, satisfaction and joy from their work. Similar to bringing up a child, it takes a committed and visionary team to develop a budding organization into a strong and meaningful structure for the society.
We invite you to join our team, if you come prepared with the mindsets and skills required to succeed exponentially!

About Pi Jam Foundation:

Pi Jam Foundation is a Section 8 (not-for-profit) company conceived by Teach for India Alumni in 2017. The organization is entirely impact driven and aims to provide all students from under-resourced schools Computing and Problem-solving skills, which are essential for them to succeed in the 21st century workplace. Using low-cost, open source technology and a contextual grade-specific curriculum, Pi Jam Foundation aims to provide quality computer education to over 1,00,000 students across India within the next few years.

We are looking for an energetic, cause driven person **with some background in Technology** who is personally invested in the importance and relevance of Computer Science in the future of Education. We hope to find a person who **fits seamlessly** into the startup culture, takes the **initiative to own and build** a part of Pi Jam reflective of their own core values that concur with the organizational

Pi Jam Foundation

213, Mhada Colony,Rajiv Nagar (south), Viman Nagar, Pune -
411014
Contact: 9637195855│**www.thepijam.org**
CIN:U74995PN2017NPL172480

vision and **genuinely commits** to stretch themselves to ensure that the value our program adds to a student's life is sustainable, meaningful and greater than individual motivations.

As our City Lead, your responsibilities would include:

1. Establishing and growing a nascent network of partners:

- Create robust yet dynamic goals along with the team to grow and nurture futuristic partnerships in the geography.
- See operations through an entrepreneurial mindset and utilize opportunities of growth and expansion for the team and organization.
- Be well versed in skills across verticals to effectively and efficiently manage a team.
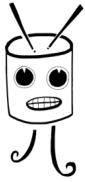- Ensure quality control of the team and program exists on the ground.

2. Ensuring all basic organizational practices are established and followed:

- Researching into organizational building, managing teams and establishing verticals like Program, Human Resources, Finance and Fundraising amongst others.
- Ensuring team values are set and followed
- Planning for the long-term and short-term growth and execution for Pi Jam Foundation in Hyderabad.

3. Grow a strong team and excellent an excellent organization in Hyderabad that becomes an example of excellence and global practices in the Ed Tech landscape:

- Prepare self and team to grow an excellent wing of the organization in a new geography.
- Gain and nurture immense growth and knowledge needed to exist in a competitive landscape.
- Keep people and program quality at the forefront of all decisions.

4. Have the fore-sight to take decisions and set processes needed to make the geography of operations self-sufficient and sustainable in the long run and mirror best practices from the mother team at Pune.

Pi Jam Foundation

213, Mhada Colony,Rajiv Nagar (south), Viman Nagar, Pune -
411014
Contact: 9637195855│www.thepijam.org
CIN:U74995PN2017NPL172480

As our Program Manager, your responsibilities would include:

1. Establishing rigorous goals, systems and strategic plans:

- Create a strategic plan of support, aligned to Program and larger Organizational goals and teacher needs that enables all teachers to create learning environments, which actively encourages the development of student Problem Solving, Design thinking, Digital making and Creativity.
- Build capacity in teachers to gain the requisite technical expertise, pedagogical expertise and use a wide range of data (qualitative and quantitative) to analyze progress to goals, evaluate and increase effectiveness of the Pi Jam Curriculum execution.
- Collect, analyze and respond accurately and effectively to group wide needs backed by data and motivational incentives.

2. Developing Self, Teacher and Student Learning:

- Develop and manage a team of Teachers through a variety of essential opportunities: Classroom Observations, feedback and aligned need-based learning experiences, Technical training and Routine Teacher Training Jams.
- Plan and execute effective peer-driven Learning Circles, with a focus on the three aspects of the Pi Jam's Teacher Training module: Technical expertise, Data driven assessment expertise and pedagogical expertise.
- Build a focus on Problem Solving, Design thinking and other learning outcomes inside and outside the classroom.

3. Building a vision and driving a culture of collaboration within the organization, school ecosystem and teacher team:

- Build a culture that is focused on ensuring student learning and program impact on students is at top priority.
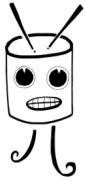
- Facilitate shared learning, unconditional support and strong self and peer accountability within the teacher team, organizational team as well as the school support system.

<u>Additional Responsibilities</u>

Contribute to the development and growth of Pi Jam Foundation's impact by providing your services and support for out of classroom programs, workshops, additional R&D activities for program/curriculum testing, the impact and analysis process, recruitment and performance appraisals and team-wide decision making.

We are looking for individuals who are:

1. Committed to make a difference by working in the developmental sector with an entrepreneurial bent of mind.

2. Has shown exceptional leadership, organizational and planning skills in the past.

3. Have a well-balanced, analytical and creative mindset to problem-solve and provide innovative solutions.

4. Able to own work across multiple threads with tight deadlines – thrive in the startup culture.

5. Have exceptional relationship management skills and the ability to build rapport with internal and external stakeholders.

6. Have excellent communication (both written and oral), time-management, planning and organizational skills.

7. Are comfortable with MS office (especially Excel) and the G-Suite.

8. Aspire to build Pi Jam Foundation to be one of the world's best and highest impact social brands.

9. Commitment to stay with the organization and grow the team for at least the next few years

PI JAM FOUNDATION

213, Mhada Colony,Rajiv Nagar (south), Viman Nagar, Pune -
411014
Contact: 9637195855 | **www.thepijam.org**
CIN:U74995PN2017NPL172480

Competencies and Abilities:

Each of the core responsibilities outlined above, need specific skills to fulfill. While many of these will be developed and honed through the role, some of the following are skills and mindsets we'd like you to bring with you to the role and organization:

- Entrepreneurial career goals, mindsets and skills
- Sound Background in Technology
- Critical Thinking and Problem Solving abilities and mindsets
- Belief in Teamwork and Motivating others
- Ability to Build strong and meaningful relationships
- Drive to develop self and others
- Ability to communicate effectively
- Strong and growing values and mindsets that aid the development of the team
- Mindset to learn continuously
- Grit to build and execute processes, placing trust in others on-ground

To apply,

Please send your **CV / resume (no longer than 2 pages) and a short cover letter** expressing why you would like to join, to vidya.madhavan@thepijam.org .