
Job Title: Program Manager

Location: Noida, Uttar Pradesh

Organization: UPAY (www.upay.org.in)

Salary: ₹37,000 - ₹41,000 per month (Depending upon the experience)

About UPAY:

UPAY (Under Privileged Advancement by Youth) is a non-profit organization dedicated to providing educational and skill development opportunities to underserved communities. With 44 centers across 9 states, UPAY focuses on:

- Learning Centers for children in slum and rural areas.
 - Skill Development Centers to equip youth with vocational and life skills.
 - Career Support Centers for higher-grade students, focusing on skill-based and communication classes.
 - Day Boarding Centers for holistic child development of street children.
 - Women Empowerment and Community Development Initiatives.
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Position Overview:

UPAY is looking for a **Program Manager** who will take charge of managing, coordinating, and scaling its educational programs across all UPAY centers. The role will involve overseeing program implementation, managing stakeholder relationships, and ensuring effective reporting and data management. Candidates with experience in **skill development**, **higher education**, or **career counseling** will be preferred.

Key Responsibilities:

Program Management:

- **Manage and oversee the implementation of UPAY's educational programs** across multiple centers, ensuring the seamless execution of initiatives aligned with organizational objectives.
- **Oversee day-to-day operations** across Learning Centers, Skill Development Centers, Career Support Centers, and Day Boarding Centers.
- Develop program schedules, ensure timely resource allocation, and **manage program budgets** to ensure cost-effective operations.
- Collaborate with internal teams to ensure programs are delivered in line with UPAY's goals, maintaining consistency and quality across centers.

- Supervise program staff, including educators, trainers, and volunteers, ensuring that they are well-equipped with the right training and ongoing support.

Stakeholder Management:

- **Build and manage relationships** with key stakeholders, including educational institutions, corporate partners, government agencies, and NGOs.
- **Liaise with colleges, universities, and corporate chapters** to strengthen UPAY's educational programs, ensuring they meet both community and industry needs.
- **Collaborate with external partners** to develop joint initiatives, explore new opportunities for program growth, and expand UPAY's network.

Reporting and Data Management:

- **Develop systems to track program progress** and assess the effectiveness of each initiative through data collection and analysis.
- Prepare regular program **reports and presentations** for UPAY's senior management, board members, and donors to ensure transparency and accountability.
- Analyze program data, identify gaps or areas for improvement, and **report key insights** to senior leadership to inform strategic decisions.
- **Ensure data integrity and compliance** with organizational quality standards and regulatory requirements.

Content and Curriculum Development:

- **Design and update curriculum** for the Learning Centers, Skill Development Centers, and Career Support Centers, ensuring they are tailored to the needs of underserved youth and align with educational best practices.
- **Develop skill-based modules** for communication, vocational training, and life skills, focusing on employable skills for higher-grade students.
- Innovate and integrate **technology in learning** to make educational content engaging and impactful.

Program Evaluation:

- **Monitor program outcomes** by gathering and analyzing feedback from participants, teachers, and external stakeholders to assess program impact.
- Use data-driven insights to **continuously improve program content, delivery, and outcomes**.
- **Ensure compliance with UPAY's standards**, ensuring all programs meet quality benchmarks.

Preferred Qualifications:

- Experience in **skill development** or **higher education** settings, particularly with vocational training or career counseling.
- Prior experience working with **college/university students** or managing **corporate partnerships** for educational programs.

- Strong understanding of the needs and challenges faced by **underprivileged youth** and how to design programs to address those needs.

Qualifications & Experience:

- **Education:** Bachelor's or Master's degree in Education, Social Work, Development Studies, or a related field.
- **Experience:** At least **2 years of experience** in program management, content development, or stakeholder management, preferably in education, skill development, or career counseling.

Skills:

- Strong background in **curriculum development** and **program design**.
 - Proven ability to **manage cross-functional teams** and complex projects.
 - Excellent **communication, presentation, and interpersonal skills**.
 - Ability to build and maintain **strategic partnerships** with external organizations and stakeholders.
 - Proficiency in **data management, MS Office** (Word, Excel, PowerPoint), and **data analytics tools**.
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How to Apply:

Interested candidates should apply through the link <https://forms.gle/k6K9ZyZA8Zxg2fDq8>