

Job Title: Zonal Project Coordinator (UPAY)

Organization: UPAY (Under Privileged Advancement by Youth)

Location: Powai, Mumbai

Type: Full-time/part time (Work from Home with Regular Field Visits)

Honorarium: ₹10,000 - ₹25,000 per month

About UPAY

UPAY (Under Privileged Advancement by Youth) is a non-profit organization working to bridge the educational divide by providing free and quality education to underprivileged children through community-based learning centers called *Footpathshalas* and other innovative initiatives.

We are expanding our reach by establishing a **Higher Education Center** to support students of classes **9th and 10th**, focusing on Science and Mathematics education, mentoring, and holistic development and a Footpath-shala centre in IIT Mumbai .

Position Overview

The **Project Coordinator** will be responsible for establishing and managing the Higher Education Center in Powai near IIT Powai . The role involves academic coordination, volunteer management, student engagement, reporting, and community outreach. The ideal candidate should be passionate about education and capable of independently running and scaling the center's operations.

Key Responsibilities

1. Center Establishment & Operations

- Set up and operationalize the new Higher Education Center for classes 9th and 10th.
- Plan daily teaching schedules and maintain smooth functioning of classes (Science and Math).
- Ensure effective learning outcomes through interactive and activity-based sessions.

2. Academic Support & Teaching

- Teach Science and Mathematics to students (9th-10th grade level).
- Identify academic gaps and design remedial teaching plans.
- Track student progress and maintain academic records.

3. Volunteer Coordination

- Recruit, onboard, and guide volunteers for subject teaching and mentoring support.
- Coordinate volunteer schedules and ensure quality sessions.
- Facilitate volunteer engagement and recognition activities.

4. Documentation & Reporting

- Maintain attendance, progress reports, and activity records.
- Prepare monthly reports on center activities and student performance.
- Document best practices, success stories, and learning outcomes.

5. Outreach & Community Engagement

- Conduct outreach and awareness drives in the community to identify potential students.
- Build relationships with local schools, parents, and stakeholders.
- Represent UPAY in local educational events or partnerships.

Requirements

Education & Experience

- Bachelor's degree in Science, Education, Social Work, or related field (Master's preferred).
- experience in teaching, NGO coordination.

Skills & Competencies

- Strong command over Science and Mathematics (9th-10th standard level).
- Excellent coordination, communication, and leadership skills.
- Good documentation and report-writing skills.
- Ability to work independently and manage field-based activities.
- Proficiency in MS Office / Google Workspace.
- Fluency in English

Work Schedule

- **Work Mode:** Primarily work from home with total 5-6 Hrs work, with **daily field visits (2-3 hours)** in the Powai area and work .
 - **Working Days:** 6 days a week (flexible based on field requirements).
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Compensation

- **Honorarium:** ₹10,000 - ₹20,000 per month (based on experience and qualifications).
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How to Apply

Interested candidates may apply through the following link

<https://forms.gle/evRPbqFUEea8MARj7>