



### **SURYODAY TRUST**

*For Students with Intellectual Disability*

*(Public Trust Regn. no. E26970 dt. 7.5.2010. Pan no.: AAJTS8871)*

*RegdOffice : 105 Shraddha Shopping Centre CHS, Old Nagardas Road, Andheri East, Mumbai 400 069 . Tel : 022-26840792*

*School Address.: Shantinath Avenue, Chakradhar Nagar, Shop no. 1/3/4/5/6/7/8/12, Near Mahalaxmi Complex, Nalasopara (W), Thane - 401203.*

*9820339587/ 9821319810/ contact@suryodayschool.org*

## **Job Description: Project Manager**

### **About Suryoday**

Suryoday Trust is a non-profit started in 2010 with a vision to enable children with intellectual disabilities to become socially integrated and functionally independent adults. We were the first school in Nala Sopara, Palghar to provide education, life skill development and parent counseling to children with intellectual disabilities. At present, we cater to 45 children from underprivileged low-income background.

### **Role Overview:**

The Project Coordinator is responsible for rolling out the automated Individualised Education Plan (IEP) designed by Suryoday School to other special education schools. She/he will also be in-charge of designing and implementing an education programme in Zilla Parishad schools across Maharashtra catering to children with intellectual disabilities.

### **Key Information:**

- Location: Mumbai (Andheri or Ghatkopar)
- Reporting to: Managing Trustee
- Salary: 30,000 - 35,000 (based on experience and qualifications)
- Travel: moderate amount of travel within Mumbai, Thane and Palghar districts

### **Key Functions:**

#### **1. IEP Automation**

Individualised Education Plan (IEP) is a child-specific document; consisting of short-term and annual goals, and services to be provided to children with intellectual disabilities for their holistic development. Suryoday will be automating the IEP using a software and is looking at a person to drive the roll out of the automated IEP to other special education schools.

#### **Primary responsibilities**

- a. Conduct needs-assessment study for IEP software in special schools
- b. Coordinate with IT vendors and finalise the software
- c. Market the IEP software to special schools and ensure adoption of the software
- d. Implement the project in the special schools (Teacher-training for the software usage)
- e. Monitor and evaluate the IEP project

#### **Secondary responsibilities**

- f. Monitor and track expenditure against budget, with budget approval being referred to the Managing Trustee or Project Manager, as required
- g. Assist the Project Manager to fundraise for the software
- h. Assist the Special Educators to strategies and update the IEP goals routinely



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## **2.Expansion to Zilla Parishad Schools**

The project aims to run one classroom per Zilla Parishad School for children with intellectual disabilities in Maharashtra. This will result in resource optimization and will ensure greater reach.

### **Primary responsibilities.**

- a. Liaison with relevant stakeholders to get the necessary permissions (govt officials, school principals, etc)
- b. Design and implement the project
- c. Scale up the project to other Zilla Parishad schools in Maharashtra
- d. Prepare necessary reports and manage multiple stakeholder
- e. Monitor and Evaluate the project

### **Key Qualifications & Experience:**

- Masters in Social Entrepreneurship, MSW, MBA, MA with at least 2 years of experience in project management and business development.
- Bachelors with at least 3 years of experience in project management and business development.

### **Key Competencies:**

- Good verbal and written communication skills
- Proactive and able to take initiative
- Comfortable working in the ambiguity of an early stage organisation to build systems and process
- Able to work with minimal support
- Fluent in English and Marathi.
- Good interpersonal skills
- Strong project management and execution skills
- Able to persevere in the face of challenges
- Passion towards the cause of children with disabilities
- Keen interest in collaborating, innovating and creating sector level impact

You may send your CV to [contact@suryodayschool.org](mailto:contact@suryodayschool.org) / [sun60iyer@gmail.com](mailto:sun60iyer@gmail.com).