

Job Description: Associate, Recruitment and Impact

Atma is an Accelerator for Education. Atma works with high potential education NGOs and social enterprises across India. We are passionate about transforming the Indian education landscape into a place where every child *really* learns.

Atma works towards this goal by empowering grassroots educational initiatives to grow, amplify and multiply their impact thus gradually changing the future of education and India.

Founded in 2007, Atma has worked with over 80 education organisations that reach out to over 21 lakh students.

The Role:

This role is an operations-heavy role split across two verticals at Atma - organisation recruitment and programme impact assessment.

As an associate, you will be required to work closely with the Chief Programmes Officer and ensure all the recruitment processes and systems are in place. Once the organisations are onboarded, you will work closely with the programmes team and the NGO partners to ensure there are periodic assessments conducted.

Both these work areas require

- accurate data collection and maintenance,
- engaging with partner NGOs, and
- meeting set timelines.

You will also be involved in creating systems and processes to run recruitment and impact pieces for the organisation in a more efficient manner.

Location	India
Time Commitment	Full Time
Reporting to	Chief Programmes Officer
Sl. No.	Key Job Area
1	Organisation Recruitment <ul style="list-style-type: none"> ● Research and identify potential organisations to be recruited as an Atma partner organisation ● Collect data, information, contacts about organisations and perform organisation reviews to assess their potential ● Communicate and engage with organisations regarding recruitment and provide relevant information about Atma's programmes ● Maintain and update details of various organisations, recruitment timelines, organisation documents during the recruitment process ● Set up all the recruitment meetings/events by coordinating with NGO partners and the Atma programme team
2	Onboarding System and Processes <ul style="list-style-type: none"> ● Ensure all the onboarding documentation is maintained and updated efficiently ● Run recruitment timelines for multiple organisations simultaneously ● Keep the recruitment pipeline up-to-date and work closely with the CPO to identify areas of focus in the pipeline ● Create and update documentation regarding organisation recruitment and keep the team informed about the current status ● Provide metrics and qualitative information to the leadership to assess and improve recruitment processes

3.	<p>Impact Assessment and Reporting</p> <ul style="list-style-type: none">● Conduct periodic programme quality assessments with all partner organisations● Maintain data from all organisations across all quarters and create assessment reports● Work closely with the Business Development Team to provide impact data and create additional reports● Create and maintain high-quality impact assessment templates and documentation● Follow impact timelines and guidelines of data collection consistently throughout the year● Work closely with the CPO to assess impact data collected and create internal and external programme quality reports
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Qualifications & Experience

- 0-2 years of relevant work experience in the field of data collection, report creation, stakeholder engagement.
- 0-2 years of experience working with NGOs or relevant knowledge/exposure about the educational landscape.
- Education qualification - graduate

Skills

- Strong interpersonal skills.
- Strong relationship building skills.
- Strong written and verbal communication skills
- Proficient use of MS Office (Excel, PowerPoint, Word) and Google Suite (Docs, Slides, Sheets).
- Strong time management skills
- Resourcefulness
- Organisation skills

Desired Competencies

- Proactive
- Ability to take initiative.
- Critical Thinking
- Problem solving
- Detail-oriented
- Team player

If interested in applying for this position, please email your resume to careers@atma.org.in

Atma's Policy on Child Protection and Safeguarding

Atma has a strict zero-tolerance policy towards child abuse or anyone who abets such abuse. The guiding principle of this policy is that the protection of children is always the overriding consideration in all actions by Atma Employees, Associates and Consultants. The Atma Child Protection Policy is a statement of the expectations Atma has of its employees, associates and consultants when they come into contact with children. Associations with anyone found to be engaging in abusive and exploitative relationships or interactions with children will be broken.