

## JOB DESCRIPTION

<b>Position:</b> Educational Manager
<b>Job Locations:</b> Dehradun and Corbett
<b>Reporting to:</b> CEO
<b>Experience:</b> Minimum 1 year lead/management experience preferably in education or waste management.
<b>Position Details:</b> Full-time position for a minimum of one year. Waste Warriors is an Equal Opportunities Employer. Female applicants preferred. Starting salary: <b>Rs. 25,000 p/m.</b>
<b>Application Procedure:</b> Applications accompanied by a CV and a cover letter should be filled <a href="#">here</a> on or before 1 <sup>st</sup> November 2017. <i>Shortlisted candidates will be contacted for further rounds of interview.</i>

### Introduction

Waste Warriors is a not-for-profit NGO working in the field of waste management, working in the Dharamsala, Dehradun, and Corbett areas, conducting door-to-door collection, event waste management, education programs, awareness-raising, and advocacy. We are currently recruiting an Education Manager who will lead and conduct waste management related educational programs. These positions will be based in Dehradun and Corbett, and the candidate will also work with our teams in Dharamsala and additional project locations.

### Responsibilities of the Education Assistant

1. Responsible for forming, planning, and conducting, monitoring educational programs for in line with the vision and mission of Waste Warriors.
2. Initiate, develop, and establish relationships with local educational institutions and associations.
3. Coordinate and conduct educational activities with schools in line with the Swachh Bharat campaign and the objectives of Waste Warriors.
4. Create and develop effective educational materials for print and online learning.
5. Develop a waste management module that can be included as part of a school's curriculum in line with the laws of India and the Swachh Bharat campaign.
6. Work alongside the Dehradun Project Team to ensure success of our 'Waste Collection Service for Schools' by conducting training and presentations.
7. Collect accurate data and feedback that can be used to evaluate the program and measure impact.



#### **A Successful Candidate Will:**

- Report to the CEO on progress and impact of educational programs
- Have a qualification in education
- Be passionate about the environment and a cleaner India
- Enjoy working with children and young adults
- Be multilingual (must be able to speak English and Hindi fluently)
- Have prior experience in planning and development, management
- Have basic knowledge of waste management and eager to learn more

#### **Key Skills & Attributes:**

- Good leadership with strong personal presence, stature, and self-confidence
- Excellent team-building skills with ability to motivate staff and stakeholders
- Capacity to develop and implement a robust strategic vision and ability to communicate that effectively to all members of the organization
- Excellent organizational and staff management skills
- Sound knowledge and understanding of information technology
- Good written, presentation, and listening skills
- Ability to work under pressure and on own initiative
- Ability to relate to people at all levels
- Commitment to developing services and staff

**[CLICK HERE TO APPLY](#)**

For additional information, contact:

**Waste Warriors Dehradun**

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**Waste Warriors Corbett**

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