

About Meraki

Meraki, a social impact organisation started by alumni of Harvard, IIM-Bangalore and Teach For India, emerged from the myriad stories of parents who have not been to schools themselves and are fighting to put their children on a different life path. We strive to enable low-income families to support the development of their children by creating conducive home-environments. During the course of its journey, Meraki has impacted hundreds of parents through its workshops and home-based activities in under-resourced communities of Delhi. In this pursuit, we have been supported by:

- Michael & Susan Dell Foundation & IIM Bangalore via NSRCEL Social program
- Omidyar Network via the InnovatEd program
- USAID and Read Alliance through their Innovation Mentorship Program

Together with its beneficiaries, the parents, Meraki is working toward the day when all children are supported to fulfil their innate potential. Please read about more about our problem statement, solution and approach [here](#)

Position Summary

Operations forms the backbone of Meraki's intervention. With work and interest spanning a wide range of activities: community engagement, school relations, planning and executing daily org. operations, managing community champions; this team is truly the eyes, ears and mouth of Meraki on the ground. In short, this team ensures that every parent under Meraki's intervention feels supported & empowered. Through this callout, we are looking to fill Operations Associate (applicant work experience < 2 years) as well as Senior Operations Associate (applicant work experience > 2 years) positions at Meraki.

Roles and Responsibilities

1. On-ground Operations

- a. Planning and implementing parent workshops to ensure high quality beneficiary experience
- b. Creating and maintaining timely documentation of all operational events to build organisational knowledge
- c. Design and implement structures to improve operational efficiency and effectiveness

2. Stakeholder management

- a. Onboarding parents and Anganwadi/school leaders to Meraki's intervention
- b. Providing individualised support through community visits, group discussions and check-ins to Meraki families
- c. Regular liaising with school leaders and teaching staff to ensure seamless functioning

3. Evidence and feedback collection

- a. Collect data from multiple stakeholders - parents, students and school authorities using internationally validated questionnaires and learning assessments.
- b. Collating feedback and evidence collected and recommend changes needed to improve program design, implementation and impact

4. Capacity Building of 'Margdarshaqs'

- a. Support professional development of champion mothers or 'Margdarshaqs' who will help Meraki's community outreach as well as support other parents within the community. [Here's](#) one of our champions talking about Meraki's work.
- b. Provide in-service training to Margdarshaqs on support visits, technology, soft skills & data collection

Required Skills

- Hindi and English
- Time Management
- Confident public speaker who enjoys building one-on-one relationships

Desired Abilities

- Entrepreneurial spirit and 'can-do' attitude
- Ability to present ideas clearly and logically
- The ability to get along with people easily. Calm with negotiating skills

Compensation

- Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels.

* Please apply for

- Operations Associate, in case applicant's work experience < 2 years
- Senior Operations Associate, in case applicant's work experience > 2 years

How do I apply?

To apply, please share:

- A note on 'Why you want to work with Meraki'.
- Your CV

at : seemantd@merakifoundation.in & career@merakifoundation.in

with subject: <**Job Application: Meraki Operations**> &

role you're applying for: **Operations Associate** or **Senior Operations Associate**

Last date of Application: 30th June, 2018