



## **Job Description: Program Associate – EL Build**

### **About Enabling Leadership**

We have a mission to change the world and we're looking for like-minded individuals to join us! At Enabling Leadership, we believe that creating a different generation of "leaders" is the solution to most of the complex global challenges we face today.

Our unique programs, "EL - Create" (music), "EL - Play" (football) and EL- Build (Lego) are designed to equip children, especially those who are economically and educationally marginalized, to rewrite the definition of being "successful". It is essential to redefine this in terms of people who take responsibility for their own individual, and our shared, combined futures. Our young "leaders" demonstrate and embody these values, principles, behaviors, choices and actions, recognizing that in order for me to win, everyone must win.

Every child can, and should be a leader – a role model, a global citizen and a positive contributor – it is critical for every individual to be this kind of a leader, and not just a handful of people. Now, more than ever, children need to recognize that we live in a shared world and we must learn to collaborate, think creatively and inspire positive action. Learn more at [www.enablingleadership.org](http://www.enablingleadership.org)

### **Working at Enabling Leadership**

As a culture-first organization, we are looking for individuals who embody the values and behaviors we work tirelessly to teach our students every day. Our teams have the opportunity to work with a diverse set of stakeholders including children, parents, school communities, sportspersons, musicians, artists, volunteers, nonprofits, media and educational institutions, and corporates amongst others. We look for individuals who pride themselves on high performance and productivity, whilst also prioritizing individual wellbeing (we don't limit sick leave days, we believe every employee's health comes first!). Our staff design and manage their own schedules, choose where to work from (no cubicles!), and have a dynamic leadership team to work with. Our priority is to develop passionate, responsible, creative and accountable employees, championing our values in today's world.

### **About EL - Build**

Build uses the pedagogy of play to enable children to create a world of their imagination and open up possibilities. Through the program which embeds the principle of positive play, students look at their home, community, school, village, city, country, and the world at large, with a new eye and work collectively, towards finding solutions for problems they encounter. As students become more aware of themselves and their surroundings, they use their exhibition opportunities to show us the world they want to be a part of, setting an example for us to follow and leading from the front.

### **Function**

Program Associates in the city team will deliver a total of 52 sessions per batch in 8–9 months (June/July to February/March), with two 90-minute sessions conducted each week for a group of 20–25 students in a classroom setting. They will plan and conduct classes using building blocks, with the objective of life skills and leadership development in students. These classes are experiential - with a lot of emphasis on active, challenging-based, and student-centric learning.



The Program Associates will be trained for 6-8 days in July/August before program launch and during the year. There will also be a mid-year training in September/October. The teachers will be guided and mentored by the Program Manager in their city to plan and implement their sessions.

**Reports to:** Program Manager

**Responsibilities and Deliverables:**

**A. Program Delivery:**

- Plan all 52 Sessions over the course of 9/10 months. Collaborate with the Program Manager and ensure lesson plan documentation
- Conduct a minimum of 48 sessions in an academic year, with 2 sessions per week per batch, delivered in virtual and/or in-person classrooms across the city. In addition the PA will take 4 assessment sessions at the beginning and end of the year.
  - Full-time Program Associates will handle 5 batches,
  - Part-time Program Associates will handle a minimum of 2 batches
- The PA must manage the complete session flow well ensuring the following:
  - timely preparation of unit plans
  - lesson planning
  - Taking attendance at the beginning of every session
  - uploading moments
  - Conducting session reflection
  - completing session reports on time (within 24 hours)
  - Syncing the Async activity for students on the Navigator app.
- Support students in preparing for the mid-year and final Build showcase.
- Track student attendance and progress using the prescribed formats.
- Attend all training sessions and Learning Circles throughout the year.
- Update all the information on progress of sessions and inputs from school to the respective program manager

**B. Program Development**

- Work with the Program Manager to identify training needs and other support required by facilitators, and coordinate in designing relevant training modules. Assist in delivery as required.
- Collaborate with the PM to ensure standardization across sessions, share and adopt best practices, provide contextual feedback, and contribute to key program focus areas.
- Contribute to the creation of resource docket (games, activities, lesson plans) that facilitators can use as part of the program, and support in adding new components to strengthen delivery.



- Support the M&E team in conducting assessments, impact studies, and focus group discussions at the beginning and end of the academic year.

### **C. Training & Capacity Building**

- Participate and facilitate sessions during the beginning of the year and mid-year training as per the schedule shared by the organization.
- Participate in the monthly learning circles to share best practices with other teachers and prepare for the upcoming classes
- Work with the Program Manager to build teaching capacity as per their feedback.
- Participate in workshops (organized by EL) for capacity building

### **D. Events and Other Support:**

- Be available as a substitute teacher in necessary scenarios.
- Communicate with the school point of contact regularly for scheduling and rescheduling classes & on class progress.
- Participate in the Mid-Year & End of Year Build Events along with the class to strengthen their learnings
- Support the city team in ensuring smooth planning and delivery of the program
- Support / attend internal school events or external events where your students have an opportunity to participate
- Provide mentor support to new teachers and help build their teaching capacity

### **Additional Responsibilities**

1. A Program Associate may also be given additional responsibility so he/she can contribute beyond executing programs & sessions on ground. This is done at the discretion of the City Lead, based on the following:
  - Individuals show interest and passion for the work that the EL City Team does behind the scenes, and want to get involved actively.
2. Additional responsibilities are defined based on interests, skills, and requirement of the City Team, under the following categories:
  - Program Mentoring - observing a fixed number of PAs per month, mentoring and improving their session quality, helping build lesson plans
  - Training & Evaluation - City Meetings, Learning Circles, Impact Evaluation
  - Operations & Events - databases, trackers, setting up league and all other planning & pre-work
  - Public Engagement - monthly reports, stories, media
  - Partnerships & Talent Development - local club partnerships, tournament participation, showcases

### **Minimum Requirements**

1. The applicant must have completed 10+2 in the Science stream. A bachelor's degree in any discipline will be an added advantage
2. Passion for teaching, coaching, and developing youth and society



3. Interest and Experience in DIY or personal projects/experimentation
4. Drive to work with children and a desire to positively impact them
5. Leadership capability: has demonstrated and applied leadership skills in the past
6. Ability to work individually and in teams.
7. Good time management and organizational skills (demonstrable)
8. Knowledge of Kannada for Dharwad/Bangalore will be required. Knowledge of Marathi for Pune.
9. Be a self-starter requiring very little directive and comfortable in taking responsibility on their own.

#### **Good to Have**

1. Experience in coaching/teaching children in the age group of 10–14 years
2. Experience in experiential teaching methods
3. Interest in building a career in the youth development, education, or social sector
4. Comfortable with documentation, reporting, and using platforms such as Google Drive for trackers, lesson plans
5. Understands how hands-on building and STEAM activities can be used as a medium to build leadership qualities such as problem-solving, creativity, critical thinking, and teamwork in children.

#### **Essential Job Functions and Physical Demands:**

1. Requires intra-city travel to partner schools
2. Requires conducting classes in under-resourced schools in all weather conditions
3. Attending EL training is non-negotiable. The dates for the same will be communicated during the selection process.
4. Requires completing monitoring tools through the program period
5. Respect and sensitivity towards the schools and children EL works with
6. Ability to work with sensitive information and maintain confidentiality.
8. Working on events may include travel and physical demands of putting up a production

**Salary:** Competitive & experience based

**How to apply:** Click on the [PA Build Application Form 2026](#)

**Enabling Leadership is an equal opportunity employer.** All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identity, sexual orientation, age, among other things, or status as a qualified individual with a disability.