

## Dost Learning Foundation

### Program Associate

### Job Description

#### Role Overview

We are looking for young, enthusiastic individuals who are driven, motivated, and strive to make a social impact by working directly with Frontline Workers/Anganwadi Workers and government functionaries in community engagement and mobilisation in blocks and districts of Uttarakhand, Uttar Pradesh, Bihar, and Jharkhand. The objective of this role is to engage and mobilise caregivers to make them aware and to onboard them onto our phone-based and WhatsApp-based programs.

Ideal for individuals who are keen on social community work with a focus on early childhood development.

If this is you, you will be perfect for our Program implementation. You will be reporting directly to the State Lead or the Program Manager and will be required to work closely with the Program Team to accomplish results. The role will be a full-time, program-implementation job for 6 months (subject to extension)

**Number of positions:** 8

#### Locations

1. **Uttarakhand** - Haridwar
2. **Uttar Pradesh** - Bareilly, Meerut, Bulandshahr, Gautam Buddha Nagar (Noida), Ghaziabad
3. **Bihar** - Rohtas
4. **Jharkhand** - Deoghar/Giridih

#### Duration of the Job

1 Year from the date of appointment (subject to extension based on program expansion & candidate's performance review)

#### Key Responsibilities

##### Field Implementation and Monitoring

- Regularly visit Anganwadi centres in the assigned district/blocks/sectors.
- Support caregivers in onboarding to the Phone Cast and WhatsApp-based chatbot program.
- Perform any other tasks designated by managers.

##### Training and Capacity Building

- Orient Lady Supervisors and Anganwadi workers on the program by Dost Learning Foundation.
- Meet and orient other relevant stakeholders as needed.

##### Stakeholder Engagement and Government Liaison

- Prepare review documents and liaise with government officials for continuous program improvement.

- Maintain robust relationships with government entities and educational partners.
- Regularly update stakeholders on program progress and participate in relevant forums.

### **Reporting and Documentation**

- Consistently document program activities and prepare detailed reports.
- Document program success and challenges.

### **Communications and Program Visibility**

- Actively help the communication team to engage wider audiences and promote program visibility.

### **Adaptive and Additional Responsibilities**

- The roles and responsibilities might get altered as we proceed, which shall be agreed upon by the Program Manager/Cluster Lead.
- Any other duties assigned by the organisation to support the program in the state.

### **Who You Are**

- 2-4 years of experience in the development sector.
- A Bachelor's degree in any discipline.
- Proficient in leveraging technology in education (added advantage).
- Excellent communication and presentation skills in Hindi and local languages.
- Possess a valid driving license and have access to a two-wheeler for field travel (would be an added advantage).
- Preference will be given to local candidates, as familiarity with the area will be considered an added advantage for this role.

### **How to apply**

1. Upload your resume/CV and a short cover letter, including why you are interested in Dost and this role, to the shared link below.
2. Write the preferences for the locations.

Interested candidates should submit their credentials via the Google form <https://forms.gle/BKLbJPqT7LrHwMGJ9> by **20th May, 2026**.

**Applications received beyond the deadline will not be considered.**

*Note: Dost Education is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

**Join us to make every child school-ready!**

\*For more info. visit us: <https://www.dosteducation.com/>\*