

## **Associate Coordinator: Preparatory phase for setting up Centre for Children's Literature**

### **Eklavya**

Eklavya is an educational NGO based in Madhya Pradesh. Its main areas of work include curricular and material development, working with the community in setting up learning centres and other educational initiatives, publishing and distributing educational materials and providing resource support to government and non-government educational institutions across the country. In the recent past development and promotion of children's literature and educational publishing in Hindi and English has been one of the key areas of Eklavya's work. For more information visit [www.eklavya.in](http://www.eklavya.in)

### **Associate Coordinator**

**Overview:** Eklavya and Parag initiative of the Sir Ratan Tata Trust ([www.srtt.org](http://www.srtt.org)) are working together to promote children's literature as a field in various Indian languages. The two institutions are exploring setting up a Centre for Children's Literature in close collaboration with leading institutions, publishers, writers, artists and educationists. An advisory team is being formed to guide the work further. In order to take the process forward, preparatory work is planned to give concrete shape to this proposal through a participatory process that would closely engage with key players in the field of children's literature.

The Associate Coordinator will work under the guidance of faculty members in Eklavya and the advisory team, comprising of senior members involved with promotion of quality children's literature and education to do preparatory work for setting up a Cell / Centre on children's literature. The role profile would primarily entail the following to be able to support this evolving initiative:

### **Coordination, Organizing Events / Workshops**

- Take lead in organizing at least two regional consultations on children's literature in collaboration with chosen partners
- Ensure documentation and circulation of information related to events / consultations
- Arrange logistics and lend support in organising meetings of a core / advisory group for the proposed Centre
- Help organize at least one workshop on children's literature
- Ensure effective communication between the advisory, potential partners and various stakeholders

### **Knowledge Creation and Maintenance**

- Prepare work-plans and report on progress periodically
- Create and maintain appropriate databases
- Keep track of key developments in the field of children's literature & education and explore potential linkages for the Centre

### **Others:**

- Work closely with advisory for executing work planned for the preparatory period
- Periodically report work and progress to the advisory group

### **The Associate Coordinator must have**

- 1-3 years experience of working in education / children's literature / children (preferable)
- Post graduate degree in elementary education, literature, social sciences
- Experience of logistics and coordination (desirable)
- Ability to multi-task – take up and efficiently execute different types of tasks simultaneously.
- A deep learning orientation and commitment to children and education
- Ease with managing computer based knowledge and communications.
- Above average communication and language skills (writing and speaking) in English and Hindi.
- Capacity to work hard and keep commitments
- Capacity to work with diverse persons. Work in a team as well as independently

### **How to Apply:**

- Please send us the following by June 30 2008:
- Covering letter, maximum 1 page, highlighting your experience related to the post you have applied for

- Your Curriculum Vitae
- One writing sample, which talks about the talent that you bring to your chosen role as well as what you expect from it (preferable)
- Contact details of two referees, and professional capacity in which you have worked with them.
- Send your applications to : Shri V. K. Chavhan, Eklavya, E-10, BDA Colony, Shankar Nagar, Shivaji Nagar, Bhopal-462016 (M.P.) Phones: (0755) 2671017, 2551109; Email: recruitment@eklavya.in
- The position would be based in Bhopal and remuneration would be commensurate with abilities and relevant experience.

**Please Note:**

Preference will be given to SC/ST candidates.

Short listing for the posts will take place soon after the closing date. Unfortunately, we are able to only contact applicants who have been short listed for interview. If you have not heard from us within 8 weeks of the closing date, please assume that the current position is unable to accommodate you at the moment. It is also not possible for us to provide you with specific feedback because of the volume of applications we receive.