

Project Manager

Description

As a Project Manager at SSBS and CWEGE, you will play a crucial role in the successful planning, execution, and reporting of the “AAIR! Building Inner Strength!” workshop under the MH Project. Your responsibilities will include project management, coordination, research support, manage online data base, supporting continued content development, and acting as a Master Trainer when required. This role requires a proactive individual passionate about helping our youth who are in education institutions (K-12, and Higher Ed), and project management expertise. Some technical or computer science background is helpful. Traveling is a must as the workshop is planned to be conducted in states other than Kerala.

Responsibilities

1. Project Management:

- a. Develop a comprehensive project plan encompassing planning, training, workshop execution, and reporting.
- b. Coordinate with stakeholders, including school authorities, trainers, and participants, to ensure smooth project execution.
- c. Manage project timelines, resources, and deliverables.

2. Workshop Execution:

- A. Act as a Master Trainer for the “AAIR! Building Inner Strength!” workshop.
- B. Ensure the effective delivery of standardized workshop content, adapting to the needs of participants.
- C. Assist use of digital Ed-Tech tools and Generative AI-based tools, emphasizing responsible and ethical use.
- D. Ensure that the standardized content of the workshop curriculum is adhered to for the purpose of research, publication (academic papers), and further outreach as well.

3. Reporting:

- a. Compile detailed reports on workshop outcomes, participant feedback, and lessons learned.
- b. Provide regular updates to the leadership team on project progress and challenges.

4. Team Collaboration:

- a. Collaborate with internal teams and external partners to ensure alignment with project objectives.
- b. Facilitate communication between trainers, support staff, and participants.

Qualifications

1. Master's or higher degree in a relevant field (technical background, computer science, some AI (little) preferred).
2. Strong project management skills with experience in small-scale projects.
3. Prior experience in conducting training sessions or workshops.
4. Excellent organizational and communication skills.
5. Ability to adapt to a dynamic and fast-paced environment.

Contacts

How to Apply:

Hiring organization

Centre for Women's Empowerment and Gender Equality (CWEGE), SSBS, Amrita Vishwa Vidyapeetham.

Employment Type

Full-time

Date posted

April 1, 2024

Interested candidates should submit their resume, a cover letter, and reference highlighting relevant experience and their approach, and also highlighting their passion and motivation for transformative skills for India's youth. Please send applications to malini.frey@ammachilabs.org. CWEGE is an equal-opportunity employer. We encourage candidates from diverse backgrounds to apply.

Application Deadline: 10th April 2024

Expected Gross Salary: Best in industry and commensurate with qualifications, experience, and interview performance.

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