

## **DigiSnehi (Education Fellow) – District Leader - 4 Nos.**

### **About Pratham InfoTech Foundation:**

Pratham InfoTech Foundation (PIF) is a non-profit organization that works in India to bridge the digital divide, facilitate the adoption of information technologies (IT) in education, and equip disadvantaged youths with skills, tools and capabilities that the new global economy demands.

An NGO that works to provide quality education to the underprivileged children of India. PIF runs IT based training, educational and community capacity building programs in underserved schools and communities.

### **Vision: “e-Education for all”**

All people- regardless of social background, income level, geographic isolation, skill gap and educational qualifications- reap the social and economic benefits that information technologies promise to all in the new world in which information and technology touch every aspect of our life.

### **Mission: “Building a Nation that is Digitally Literate”**

Aim to boost digital literacy, bridge digital divide, facilitate the adoption of information technologies in education, and equip disadvantaged youths with skills, tools and capabilities that the new global economy demands.

### **Position Summary**

A DigiSnehi, also known as a Digital Facilitator, role’s involves supporting individuals or groups in schools to effectively utilize digital tools, technologies, or platforms.

The DigiSnehi’s aim is to ensure smooth operation of Majhi e-Shala (My e-School) project in respective district.

### **Principal Duties & Responsibilities:**

- To coordinate with district level government administration (CEO, Collector, EO, DIET Principal & BEO) for program implementations and execution.
- To coordinate with the operation lead for day to day operations related task via meetings and calls.
- To plan and deliver workshops or training sessions to the school teachers.
- To provide technical support and troubleshooting assistance to individuals and schools encountering issues with digital devices, Install Digital Sakshar Application, or online platforms. Also to provide guidance on utilizing digital tools effectively.

- To schedule the program with the school management.
- Data reporting: To gather basic information related to the program and update it on the Jankari portal.
- To engage with local communities or specific target groups to garner their involvement in the program. They collaborate with local government officials, community members to implement the program effectively on the ground.
- To gather feedback from participants, track progress, and evaluate the outcomes to continually improve the quality and relevance of their digital facilitation efforts and Initiatives.
- Actively involve and participate in all office events/activities
- Attend weekly meetings

**Qualifications and job requirements:**

- ✓ Graduate in any discipline, Post Graduate will be an advantage.
- ✓ Diploma or Certificate Course in computer literacy.
- ✓ Fluent in local language and basic understanding of English.
- ✓ Good Communication, Presentation & Leadership Skills.
- ✓ High energy level & the ability to support and motivate others
- ✓ Empathetic to others' views and needs
- ✓ Ability to think critically and analytically
- ✓ Willingness to travel.
- ✓ Commitment and passion to work for the allotment of underserved community

**Experience Requirements:**

- ✓ 2 to 5 Years' experience in education sector.
- ✓ Should have team management experience.

**Location:**

Maharashtra- Pune, Sindhudurg, Nandurbar, Washim

Apply at: [info@pif.org.in](mailto:info@pif.org.in) / [hr@pif.org.in](mailto:hr@pif.org.in)