

PLACEMENT DRIVE NOTIFICATION

Company	17000ft FOUNDATION
Industry	NGO
About the Company	<p>17000ft Foundation is a Not - for - Profit organization with a mission to develop high altitude frontier communities into self - sustaining, resilient and thriving regions. We achieve this through educating communities, improving. Government School Systems, creating income opportunities and driving attention to the remote villages. 17000ft has a clear focus on improving education in the Government schools in the remote and most inaccessible areas in the Indian Himalayan Range. As of today, we have a presence across 200+ remote villages in Ladakh. We started working with the remote schools of Sikkim in 2021 and have transformed 18 schools in the North and East districts of the state so far.</p> <p>Website: www.17000ft.org</p>
Job Title	Program Facilitator
Job Description	<p><u>Role Summary:</u> To ensure the effective operation, maintenance and delivery of all the projects in the schools. The incumbent will have to perform various tasks like maintaining contact with the stakeholders, answering their concerns and questions, implementing projects in the adopted schools, performing clerical duties, entering project data and preparing reports on the progress of the projects.</p> <p><u>Key Job Areas :</u></p> <ul style="list-style-type: none"> • Travel to schools often to check on the progress and utilization of the projects. • Assist in the basic preparation and be responsible for the execution of deliverables of each project and monitoring processes. • Will have to maintain inventory and ensure the availability of materials in the local centres for the execution of the projects. • Will need to work with MS Excel and Word for creating various reports and documentation. • Collect and enter data onto the online systems for review by the Head Office team & submit timely field reports. • Monitor and oversee the progress of projects in schools. • To make sure the project objectives are not only identified but also met. • Provide concise, action - oriented communications to keep leadership aware of what's happening on the ground. • Assist in day-to-day office tasks assigned by your supervisors.
Job Location	Gangtok, Sikkim
Eligible Degrees	Any UG / PG
Eligibility Criteria	No marks criteria
Desired Skills	<ul style="list-style-type: none"> • Working knowledge of MS Office programs • Good communication Skills • Ability to communicate in English (written and orally) • Ability to work under pressure and contribute to the team - building environment • Experience in pre and post data collection • Willingness to travel extensively in the local region
Compensation (CTC)	Will inform during Pre-Placement Talk
Selection Process	Will inform later
Date of Interview	Will inform later
Venue	Offline