



YOUTH for seva[®]
experience the joy of giving

Lead Coordinator – STEM Education

Job Description

Youth for Seva is seeking a dynamic and committed individual to join our team as the Lead Coordinator for the STEM Project. The role involves end-to-end coordination, monitoring, and execution of STEM programs across government schools, ensuring quality implementation and measurable impact.

The ideal candidate should possess strong program management, stakeholder coordination, and field execution capabilities, along with a passion for education and social impact.

Roles & Responsibilities:

Program Execution & Monitoring

- Oversee implementation of STEM sessions across assigned schools.
- Ensure adherence to curriculum, session plans, and project timelines.
- Conduct regular school visits for monitoring and quality assurance.
- Support smooth execution of STEM activities, exhibitions, and innovation initiatives.

Team Management

- Coordinate and support STEM trainers across project locations.
- Monitor trainer performance and provide guidance for effective delivery.
- Ensure completion of sessions and reporting as per schedule.

Stakeholder Engagement

- Coordinate with school Headmasters, teachers, and project stakeholders.
- Maintain effective communication with internal teams and funding partners when required.
- Address field-level challenges and support timely issue resolution.

Monitoring and Evaluation

- Track program progress, attendance, session delivery, and impact indicators.
- Prepare monthly reports, presentations, documentation, and project updates.
- Maintain records related to project activities and monitoring.

Monitoring & Reporting

- Maintain clear and effective communication with all stakeholders.
- Present project updates, challenges, and successes during periodic reviews.
- Prepare case studies, success stories, and other documentation for knowledge sharing.



Qualifications and Skills

Selection Criteria

Age	25yrs to 35yrs
Education	<ul style="list-style-type: none">Bachelor's degree in Science, Engineering, Education, Management, or related fields preferred.Candidates with relevant project coordination experience in education/CSR sectors will be preferred.
Experience	<ul style="list-style-type: none">Minimum 2 to 5 years of relevant experience in education, CSR, NGO, or project coordination roles.Experience in handling field teams and school-based programs preferred.
Languages needed	<ul style="list-style-type: none">Fluency in Kannada and basic English communication preferred.
Commitment	<ul style="list-style-type: none">Min. 10 to 12 months
Salary and Benefit	<ul style="list-style-type: none">₹30,000 – ₹35,000 per month (CTC)Travelling allowance for visiting schoolsOpportunity to contribute to impactful STEM education initiatives.
Work Timing	9:30 am – 6:00pm. Flexibility required during events, exhibitions, and field activities.
Location	Bengaluru
Skills	<ul style="list-style-type: none">Strong planning, execution, and monitoring abilityAbility to manage multiple schools and trainers simultaneouslyStrong interpersonal and communication skillsAbility to lead and motivate field teamsAbility to track data and derive insightsReport preparation and presentation skillsOwnership and accountabilityPassion for education and social impactBasic proficiency in MS Excel, PowerPoint, and Google Sheets.
Other requirements	<ul style="list-style-type: none">Willingness to travel frequently to schoolsAbility to manage field operations independentlyComfortable working in government school environmentsPrior experience in education/CSR/NGO projects preferredRole requires hands-on involvement in program execution, not just coordinationAbility to handle field-level challenges and ensure smooth project implementation

If you are interested, please send your resume to recruitments@youthforseva.org with subject line **“Lead Coordinator – STEM Education”**