	<b>Anahata UNITED EFFORTS Foundation</b>	Date of Issue:	24-06-2023
	Document Name: Job Description	Document Ver. #	V.01
	Document Owner: HR Department	Revision	--

### JOB DESCRIPTION

<b>Position</b>	Content Manager	<b>Location</b>	Bangalore
<b>Reports to</b>	Chief Learning Officer	<b>Category</b>	Permanent
<b>Direct Reports</b>	--	<b>Grade / Level</b>	NA
<b>Our Vision</b>	<ul style="list-style-type: none"> <li>Empower Government High School Children to make informed Work and Career decisions.</li> </ul>		
<b>Our Mission</b>	<ul style="list-style-type: none"> <li>Anahata United Efforts is on a mission to empower Government High School students to understand, explore and make informed work and career decisions.</li> <li>We enable students to leverage their education, analyse their interest and abilities, identify opportunities, and build a strong professional future.</li> </ul>		

#### About Anahata UNITED EFFORTS Foundation

Anahata UNITED EFFORTS Foundation is an NGO in India headquartered in Bengaluru. Started in 2018, Anahata United Efforts Foundation is a Section 8 non-profit organization. Our Organisation strives to empower Government High School children to make informed work and career decisions. At United Efforts we follow a methodical **3 PHASE APPROACH** to aid children and assist them to identify interest areas and harvest their potential no matter what their background is.

Most of our young students lack exposure to the world of work. They are unable to understand the link between education and profession. “Why should I be good in Math to take up a job in IT industry?”, “How can my creativity help me get a job in the media industry?”, “How do I know if I will fit into the armed forces?”...questions like these trouble them and demotivate them and they don’t know whom to turn to. Answering these questions is our first step. The answers broaden their work and give them **industry exposure**. They can then see the link between their education and profession.

Our role does not end there. We acknowledge that they could face many hurdles on their quest. We work to **building agency** in our students to face their problems successfully and achieve their goal. Our partnership with the Karnataka State Government, along with the persistent support from corporates, individual donors, and well-wishers have helped us achieving our vision.


Let’s **Unite Efforts** and work towards an **Equitable Future!**

#### Role Description

**Content Manager will be responsible for:**

##### **Content Creation and Training**

- Suitably improve and build Career Planning Curriculum and its various components (soft content, workbooks, videos, self-learning modules, Commons platform)
- Develop extensions of the product to suit selected age group and increase reach and ease of access
- Providing KT and Supporting the training team to effectively deliver the intent of the content impactfully

 <p>Anahata <b>UNITED EFFORTS</b> Foundation Powering Equitable India</p>	<b>Anahata UNITED EFFORTS Foundation</b>	Date of Issue:	24-06-2023
	Document Name: Job Description	Document Ver. #	V.01
	Document Owner: HR Department	Revision	--


- Collaborating with other departments and team members and brainstorming subjects for creative content.
- Creating unique, simple-to-understand, and user-friendly content using good search engine techniques.
- Writing new web content and editing existing content.
- Editing and proofreading new content before publication.
- Managing the distribution of content through our various channels, including social media.
- **Vendor Management**-Liaising with vendors for content related activities such as localization, translation and designing
- **Knowledge Management**-Manage centralized repository of all content with multiple backups securely and own the source files and manage versions of the content in the repository
- **Budget Management**-Ensure effective utilization of budgets
- **Program Management**-Prioritize and ensure timely completion of various programs (partner programs, action lab programs, discover, support, online solutioning
- Completion of tasks that are incidental and related to the above responsibilities across Program
- Willingness to travel to schools in jurisdiction
- Knowledge of Kannada will be an added advantage

**Salary Range - Rs.50,000 to 60,000 per month based on the experience and skills**

#### Key Requirements - Educational Qualification & Experience

- Any Graduation / Post-Graduation in Education / Social Work / Management.
- 4 to 6 years of experience of post-qualification in content development and management
- Invested in the cause of students and their future
- Analytical, perceptive and ready to learn-unlearn and contribute
- Excellent verbal and written communication skills

#### Key Requirements - Skills and Competencies

	<b>Anahata UNITED EFFORTS Foundation</b>	<b>Date of Issue:</b>	<b>24-06-2023</b>
	<b>Document Name: Job Description</b>	<b>Document Ver. #</b>	<b>V.01</b>
	<b>Document Owner: HR Department</b>	<b>Revision</b>	<b>--</b>

- Demonstrated result orientation and drive to achieve challenges
- Willingness to travel to schools in jurisdiction
- Is open to feedback and solely invested in developing high quality content
- Strong relationship management skills, with a demonstrated ability to liaise with all levels of internal and external stakeholders.
- Demonstrated positive experience working in a similar role
- Proven Problem-solving abilities, Interpersonal skills
- Knowledge and experience of NGO / Social / Developmental sector
- Excellent collaboration and creativity skills
- Ability to set high goals for personal accomplishment
- Ability to collaborate
- Proven capabilities of data collation, data reporting and analysis
- Excellent Microsoft Office Skills - Word, PowerPoint, Excel, Outlook etc.