JOB DESCRIPTION: PROGRAM OFFICER
EDUCATIONAL OUTREACH

Duties & Responsibilities
Working closely with the Director of Columbia Global Centers | Mumbai, the Program Officer for Educational Outreach is responsible for the following activities:

- Developing concrete public, educational and training programs that advance the goals of the Center
- Identifying and implementing educational outreach for a broad range of the Center’s programs
- Developing a client base and professional connections with potential partners in India, including schools, colleges, arts and culture organizations, research institutes, civil society, the private sector, government entities
- Engaging with relevant faculty and departments from Columbia University to coordinate programs
- Carrying out logistical planning and budget execution of program activities
- Performing other duties as required to meet the goals and mission of the Center and the global centers network
- Traveling on occasion in India and abroad to advance the goals of the Center

Competencies/Attributes
The ideal candidate would have the following attributes:

- Knowledge of and work experience with the Higher Education sector
- Post-graduate degree, preferably in the social sciences, humanities, or the arts
- At least 4 years of full-time work experience required in educational programming
- A highly motivated academic with a passion for innovative and creative programming
- Knowledge of academic institutions in Mumbai
- Work and educational experience in international contexts
- Ability to work well with a small yet growing team of the Center
- Excellent written and verbal communication skills in English
- Excellent organizational abilities

Please send a cover letter and CV to cgcmprograms@gmail.com no later than December 22, 2017. Only short-listed candidates will be notified.