

Content Creator

Overview

Sujaya Foundation started in 2002 is now in its second decade. Our mission is to bridge the linguistic and digital divide in India through Education. The aim of the Foundation is to provide education to the underprivileged by incorporating the best pedagogical practices at an elementary as well as an advanced Level. The Foundation seeks to create centres of excellence that can be replicated. SEAL will jumpstart even a rural centre without access to highly paid English speaking staff to a centre of excellence using technology.

SEAL is a project that targets our major goals. SEAL is a student driven tool which teachers can use as an effective teaching aid. It targets the 4 basic skills of language learning – listening, speaking, reading and writing. At the same time SEAL is based on student curriculum. This project integrates 2 major requirements in today's world namely "knowledge of English" and "confidence in computer usage".

Position Summary

Location – Sujaya foundation Head office, Grant Road, Mumbai

Timings – 9am to 5pm

Duration – 3 – 12 months

The Content Developer will be primarily responsible for ideating, creating, editing and proof reading curriculum and exercises for the SEAL program that is used in all centres. He/She will be using the Curriculum to create innovative exercises with the aim to promote English and Computer knowledge.

Education and Experience

We believe that our vision can be achieved by the best and brightest minds. We would therefore like to invite applicants who are truly passionate about not only the outcome of each child, but also what goes into making that outcome a success.

Desired profile:

- 1) Graduate in any respect
- 2) 0 - 5 years work experience
- 3) High proficiency in English
- 4) Good computer knowledge

Key Responsibilities

- 1) Analysing and reviewing the textbooks, developing a curriculum suitable for the classes
- 2) Create exercises on MS word and other software applications. Uploading the same on the Program software.
- 3) Reviewing work on an ongoing basis and including feedback to ensure maximum accuracy and quality.
- 4) Proof reading documents with specific attention to data, formatting and student friendliness.
- 5) Supporting the SEAL team in other operation related activities such as testing.

Knowledge, Skills and Abilities

- 1) Excellent writing and time-management skills.

- 2) Computer skills
- 3) Willingness to learn how to use new tools
- 4) Works well in a team

Organisational support

Sujaya Foundation will provide training to all Content Creator before going to their centre. Support and feedback will be provided on an ongoing basis. Technical issues if not solved by a local technician will be addressed from the head office.

The organisation will take all efforts to address any issues that arise, but ideally it is expected that one will be self driven and motivated to resolve them independently.

Compensation

Competitive based on qualification and experience.