



About Peepul

Peepul is an education-focused non-profit. **We dream and work towards creating an education system in India that enables 'every child to realize their potential.'**

We work closely with governments at the national, state, and local levels to transform government schools and government systems. The poorest children in India study in government schools and too many of them are falling through the cracks. We are determined to ensure that they receive a high-quality education to help them succeed in life.

We are restless, resilient, and reflective. We aim high, we innovate, we work smart, we work as a team, and we use rigorous research to inform our work. We run systemic education programmes that, together, ensure that we adopt a holistic view towards improving state education systems. We are a fast-paced organisation that aims high.

Towards creating exemplar education ecosystems, some of what we do includes:

- i. **Run Exemplar Schools:** we run exemplar schools in partnership with the government to show what 'great' looks like. Starting with one school with 9 children in 2015, we now have a network of 3 schools that directly impact 1,000 children.
- ii. **Systemic Interventions:** we create systemic influence through large-scale interventions such as teacher training, capacity building of government education officials, working with district and state-level training institutes and advising on policy reform.
- iii. **Government Policy and Advisory:** we advise state governments on improving governance and accountability structures through our work on quality assurance, levers for school improvement and knowledge as practitioners of quality improvement.
- iv. **Thought Leadership:** we recognize the criticality of institutionalizing and codifying our best practices, content, and processes so that they can be standardized, scaled, and can be adopted by government systems to improve government schools as well as shared more widely with the education ecosystem in India.



Website: <http://peepulindia.org/>



Job Description: Executive Assistant (EA) to CEO

Reports to: CEO
Location: New Delhi, India
Start date: immediate
Salary: Commensurate with experience

We are looking for an Executive Assistant who will provide executive, administrative, and development support to the CEO, as well as to the Senior Leadership Team (SLT). The Executive Assistant serves as the primary point of contact for the CEO and will use excellent communication skills, a solid understanding of her needs and preferences and a sound sense of judgement. The Executive Assistant will also serve as a liaison to the Board of Directors and senior management teams, organize and coordinate executive outreach and external relations efforts; and oversee special projects.

Key Responsibilities

Executive Support

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include,
 - Managing an active calendar of appointments
 - Completing expense reports
 - Composing and preparing correspondence
 - Arranging complex and detailed travel plans, itineraries, and agendas
 - Compiling documents for meetings
 - utilise a variety of software packages to produce correspondence/documents and maintain presentations, spreadsheets, and databases
- Communicates with the Peepul team on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the SLT
- Communicates directly and on behalf of the CEO with Board members, donors, Peepul team, and others on matters related to programmatic initiatives as directed
- Conducts research on prospective corporate and foundation donors to identify and evaluate current needs and assembles materials needed for the proposals
- Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication with donors and prospects



Organisational Support

- Administratively supports Manager, Human Resources to provide recruiting support, set up a system of performance appraisal and support the efficient rollout of HR processes
- Partner with senior leadership on building a strong office culture
- Serves as the CEO's administrative liaison to the Board of Directors and manages Board activities, which include Coordinating semi-annual Board meetings and dinners/staff lunches/receptions/new Board member orientations
- Coordinates sub-committee meetings, maintains confidential files, and contact information
- Coordinates meetings, conferences, and committees both on and off site to support the CEO's agenda
- Participates as an adjunct member of the SLT including assisting in scheduling, attending meetings
- Assists in coordinating the agenda of senior management team meetings Prepares minutes of the meetings and designates and follows up on assigned action items

Person Specification

Experience and Skills:

- Qualified to degree level (at least a three-year bachelor's degree) or above
- Highly computer literate, with experience of data handling and necessary IT systems (including PowerPoint, diary management using Microsoft Outlook and mail merge using Microsoft Word)
- Experience of handling large amounts of administration and managing competing demands
- Excellent verbal communication skills in English and Hindi, to produce and maintain documents and to effectively proofread material for public distribution.
- Must be able to communicate at all levels and have the confidence to handle difficult phone conversations in a calm and professional manner
- Excellent interpersonal skills - the ability to build and maintain relationships with high profile individuals



- Takes ownership and pride over the quality of work as an individual and team member
- Strong administration skills and the ability to maintain and implement effective systems
- The ability to multitask and prioritise competing demands effectively
- Ability to carry out research tasks as directed

Personal Attributes:

- Strong alignment with Peepul's mission of providing quality education and building stronger education ecosystems in India
- Ability to work collaboratively with all team members and create a positive team culture
- Ability to work effectively with colleagues based in different geographies and time zones
- Strong problem solving and decision-making skills
- Enthusiastic to do whatever it takes willing to take personal accountability for delivery
- Enjoys working under pressure: flexible, highly organized, and able to prioritize work to meet deadlines

Recruitment Process

Application Process

- To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to recruitment@peepulindia.org with a cc to sonali.soni@peepulindia.org, **ensuring you specify the role you are applying for in the subject line of the e-mail**. Please include the details of at least two referees within your application.

Reference checking & Probation

- This role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.



More about Peepul

Who we are and how we work:

One principle unites us in all our endeavors: we put children first.

We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we will have to say or do things that are hard for us and for other people.

All our actions are driven by what is best for the children we work for.

We are:

Restless

We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.

Reflective

We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.

Resilient

We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

When we work, we:

Aim high

We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at Peepul does the same. We do not accept excuses, and we do not make excuses.



Use rigorous research

We use the latest research and data in all our work, and we scrutinize our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.

Work smart

We work hard to achieve our aims. But, more important, we work smart.

We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.

Work as a team

Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.