



## VOLUNTEERING

### Management, Communication & Teaching

**Pardada Pardadi Educational Society (PPES)**  
**Anupshahar, Bulandshahar District, Uttar Pradesh, India**

**Activities:** NGO/Development Sector (Project Management, Management, Communication, Teaching)

**Duration:** At least 6 months (preference for a year commitment), flexible starting and ending dates.

**Gratification:** Accommodation and food are provided by PPES.

### **Pardada Pardadi Educational Society (PPES)**

PPES is a local non-governmental organization (NGO) based in Anupshahar *tehsil*, Bulandshahar district, Uttar Pradesh, India. It is meant to create a **model of durable rural development of the *tehsil* through women education and empowerment.**

Our model of rural development focuses on **3 initiatives**, all of them **linked to gender empowerment and leading to development:**

- **Value-Based Education:** Beyond hosting more than 1200 girls in our four free schools, PPES provides them with scholarships for higher education and job trainings. The students are encouraged to come to school by receiving 3 free meals a day, books, uniforms, bicycles, and 10 rupees / day on a bank account they can access after graduation.
- **Livelihood Opportunities:** Every woman can work at the production department of PPES (sanitary napkins, suit bags and home furnishing), become member of our Self-Help Group Program or be trained to join other programs such as our call center.
- **Health and Hygiene Program:** We bring access to health and hygiene at our schools thanks to the health center and basic hygiene awareness classes and practices, but also in the villages with the installation of community toilets and our Solar Lantern Initiative (to reduce illnesses due to fumes). The Livelihoods Division of PPES, which created Self-Help Groups for women, also conducts a Health, Hygiene and Sanitation Program in the villages.

The women's knowledge and skills that are transmitted to younger generations, job creation and improvement of health and hygiene are the first step towards the development of the villages of Anupshahar area. Our action galvanizes the economy and community of the region, and women's empowerment it generates allows them to take a stand in the currently very patriarchal society.

### **Work Description**

The volunteer's work will combine fieldwork with administrative work. The volunteer will work most of her/his time in Anupshahar. The volunteering experience structure is flexible and will allow her/him to spend a couple of months in PPES head office in Delhi as well in order to perform administrative work that doesn't require being on the field.



The volunteer will:

- **Teach English** to the students (2 classes / day or about 1:30 hour / day) and to the teachers (in Anupshahar only).
- **Research and write Standard Operating Procedures (SOPs)**: This assignment will permit the volunteer to organize and manage the implementation of technical and organizational improvements she/he finds necessary (**responsiveness, autonomy**) for each structure/job while discovering the NGO organization and different jobs (in Anupshahar only).
- Help former volunteers/interns communicate with permanent members of PPES to keep following up their projects (in Anupshahar and/or Delhi).
- Translate the web site if the volunteer is fluent in or a native speaker of a foreign language (in Anupshahar and/or Delhi).
- Update the web site (in Anupshahar and/or Delhi).
- Recruit new volunteers and interns (in Anupshahar and/or Delhi)
- Develop and execute strategies for raising funds and human resources for identified projects (in Delhi only).
- Possibility to conduct personal projects (art, sports, culture, improvement of a particular structure of the organization, new projects) if the volunteer's schedule allows it.

## Profile

The biggest part of the mission depends on the volunteer's **motivation**, of her/his **dedication** to PPES projects, of her/his **enthusiasm** and **will** to work in the field of development and for disadvantaged communities, which implies to **take hardship**, to **take on challenges**, to **be innovative and creative**. The volunteer will have to show **passion**.

Skills and competence:

- **Fluency in written and spoken English** essential.
- Spoken Hindi an asset.
- Ability to use all Microsoft Office applications.
- Knowledge and/or experience in the development field and/or in gender issues **or** demonstrable interest in these domains and capability to document and learn quickly about them.
- **Good interpersonal and communication skills** essential.
- **Flexibility and autonomy** essential.
- Proven ability to lead, manage and work effectively with others to achieve results.
- Organization capacity.
- **Adjustment capability** (culture and living conditions).
- **Capability to live in a rural area** (remote area).

## Application

If you are interested, please send you CV/resume and a cover letter, both in English, to Jeanne Subtil (intern at PPES): [jeanne.subtil@sciences-po.org](mailto:jeanne.subtil@sciences-po.org)

If you have any question, please feel free to contact Jeanne Subtil.