

## **Position: Content Strategist**

### **Location: Noida**

Million Sparks Foundation is a tech-led education initiative focused on Teacher Capacity Building and has empowered more than ten million teachers by 2025. We believe that the role of education is to ignite a fire in every child and teachers are the sparks who do that. ChalkLit - MSF's mobile and web application platform provides curriculum-linked resources to help teachers build their knowledge, and also plan and execute high-quality lessons.

We are a young organization with an entrepreneurial culture. Our team requires a diverse group of passionate, self-driven, caring individuals who would like to contribute to this mission. Google and Central Square Foundation are supporting MSF through grants for its work.

### **Position Summary**

MSF aims to bridge the gap between the theory and execution for teachers and desires to be the leading platform for providing the teachers with easy to execute content and pedagogy in the classrooms. Content Strategist shall be responsible for creating efficient processes for content development and building a high productivity team responsible for content delivery. This is a leadership position and shall be responsible for most of the content being presented to teachers in ChalkLit app.

### **Key Responsibilities**

Key responsibilities include, but are not limited to:

- Performing exhaustive research to gain in-depth knowledge of content or program to be designed.
- Structurise a complete program or content outline.
- Collaborating with content team, wall team, training team, and writers to implement the strategy.
- Performing content audits to assess how well existing content is performing.
- Performing content gap analyses to determine what type of content is missing and what is needed in the content or the program.
- Create learning activities, assignments and 'for learning' & 'of learning' assessments.
- Craft high-quality objective type questions and answer explanations. Explanations should guide teachers clearly through the right thinking process for the answer.
- Review and modify content to incorporate the knowledge and skills required to answer the questions.
- Responsible for recording teaching videos for explanations of activities and post content.

### **Required qualification and experience**

- Minimum 3 years of work experience.
- Minimum Bachelor's degree (preferably in Science/Maths/Education/ English).
- A working experience of teaching.
- An out of the box thinker.
- Always ready to unlearn and relearn.
- The ability to work under pressure.
- Outstanding organizational and time management skills.
- Open to work on any type of content.

### **Competencies and Abilities**

- Experience in the development of scholastic or co-scholastic content is a definite plus.
- Excellent verbal and written communication skills.
- Should have demonstrated ability to build, lead, guide and mentor team members.
- Ability to work with senior leadership both internally and externally.
- Attention to detail and high sensitivity towards timelines and processes.
- Ability to manage contract staff.
- Should be comfortable with using technology. Experience of using any content development tool or software is a definite plus.

### **How To Apply**

Brewing coffee is what excites us. If you know how to do it, we would love to meet you at our office in Noida. Even if coffee's not your-cup-of-tea, we would love to have you if you believe in our mission and want to contribute. Do drop in a few lines or buzz us telling more about yourself or something you want to know about us. Our coordinates are given below:

[hr@millionsparks.org](mailto:hr@millionsparks.org)

<http://www.milionsparks.org>