

Job Title: Program Associate
Satyartha Movement for Global Compassion

Location: New Delhi

About SMGC

Satyartha Movement for Global Compassion (SMGC), founded by Nobel Peace Laureate Kailash Satyartha, is a global movement that champions compassion as a driving force for action and transformation. Its mission is to build a world rooted in justice, equality, peace, and sustainability through compassionate leadership and action across all areas of life.

SMGC's core principle is that compassion is not a soft emotion — it is a powerful force, born from feeling another's suffering as one's own and taking mindful action to end that suffering.

SMGC Ignite: Fostering compassion through learning and leadership programs anchored in the Satyartha Compassion Quotient™ (SCQ) with a focus on systemic and sustainable problem-solving.

SMGC Impact: Catalyzing grassroots transformation by empowering children, youth, and women with a focus on democratic participation and collective action.

SMGC Inspire: Driving meaningful dialogue through conferences and conversations with Nobel Laureates, change makers, thought leaders, and community voices from across the globe.

The Satyartha Fellowship is a one-year global leadership programme that brings together 25 exceptional changemakers aged 25–40 to drive systemic change across business, law, technology, healthcare, politics, education, and faith. Fellows undergo immersive residential training in, India, followed by a ten-month field placement globally.

The Satyartha Summer School is an intensive residential programme for young changemakers aged 18–25, grounded in experiential learning, compassionate leadership, and real-world problem-solving.

Both programmes are anchored in the **Satyartha Compassion Quotient™ (SCQ)** — a framework that measures and develops compassion across four dimensions: Self, Kin, Social, and Transformative.

Role Purpose

The Operations Associate will be the operational backbone of SMGC Ignite. This role sits at the intersection of on-ground programme delivery and technology ensuring that the Fellowship, Summer School, and associated activities run seamlessly from end to end. The Associate will own logistics, coordinate across internal teams and external stakeholders, and manage the programme's digital infrastructure including the application portal and tracking systems.

This is a hands-on, execution-focused role for someone who takes genuine ownership and thrives when things need to get done.

Key Responsibilities

Programme & On-Ground Operations

- Own day-to-day operational delivery of The Satyarthi Fellowship and Satyarthi Summer School
- Coordinate logistics for residential modules at Bal Ashram: travel, accommodation, meals, venue setup, and on-ground management for Fellows, staff, and guests
- Manage vendor relationships, bookings, and on-site requirements for programme events and residential modules
- Maintain programme trackers, timelines, and action logs; proactively flag risks and bottlenecks
- Coordinate Fellow onboarding, travel, visa support, and pre-arrival logistics for international participants
- Support mentor and partner organisation scheduling, communications, and coordination

Technology & Portal Management

- Serve as the primary point of contact for the application portal
- Manage application pipeline tracking — by stage, domain, nationality, and status
- Set up and monitor automated communications including reminders, invitations, and rejection flows
- Maintain data integrity across all programme databases, trackers, and dashboards
- Support reviewer assignment, portal training, and technical troubleshooting during selection
- Coordinate SCQ assessment administration — baseline, mid-point, and endline

Internal Coordination

- Support the Program Manager in tracking team deliverables and meeting deadlines
- Coordinate across programme, communications, curriculum, and partnership workstreams
- Document decisions, meeting notes, and process SOPs to build institutional memory
- Assist with budget tracking, vendor payments, and finance coordination

Requirements / Qualifications

- Graduate in any discipline; postgraduate preferred
- 1–3 years of experience in programme operations, events management, project coordination, or a related role
- Prior experience in residential programmes, fellowships, or on-ground delivery is a strong advantage
- Comfortable managing both logistics and digital tools in the same role
- Strong command of MS Office, Google Workspace, and project management tools
- Ability to work under pressure, manage multiple priorities, and respond quickly to change

Key Skills & Competencies

- Strong execution mindset — reliable, thorough, and solution-oriented
- On-ground problem-solving; composure and clarity when things go wrong
- Attention to detail in both logistics and data management
- Comfort with programme technology, portals, and database management
- Clear communication across teams, partners, and external stakeholders
- Team orientation with the ability to work independently when needed

What You Will Gain

- End-to-end ownership of operations for a global leadership fellowship
- Exposure to programme design, Fellow management, and international partnership operations
- Direct mentorship from the Program Manager and senior leadership
- Experience working across residential modules, field placements, and technology systems
- Opportunity to contribute to a mission-driven programme at the intersection of compassion, leadership, and systems change
- Priority consideration for future roles within SMGC

Application Process

Interested candidates with relevant experience are invited to apply for the Operations Associate — Ignite position at Satyarthi Movement for Global Compassion.

Please fill out the application form by clicking on this link: <https://forms.gle/u5hbbSECURnv9z179>

Please send your CV and cover letter, including your fit for the role, with "Operations Associate — Ignite" in the subject line. **Send applications to:** recruitment@satyarthimovement.org

Compensation

Remuneration will be commensurate with the candidate's experience and expertise as per the development sector pay scale, with flexibility for exceptional candidates.