

Outreach & Community Coordinator

Do you see the potential?

Do you want to join a dynamic organization with an ambitious social mission? Do you want to contribute to the development of a bold and innovative business model with high responsibility from day one? Do you want to do something revolutionary and impactful? Here at Wedu, we hire highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

Founded in 2012, Wedu is a social enterprise whose mission is to nurture the leadership development of women changemakers around the world by supporting their unique, lifelong journeys with leadership development programs, opportunities and funding for education. These 'Rising Stars' and 'Leadership Fellows' are inspiring individuals who are committed to changing the status quo in their communities. Today, we are proud to support over 600 Rising Stars and Leadership Fellows across 23 countries who form the pillar of a growing community that we believe has the power to achieve large-scale social impact.



Your role

The Outreach & Community Coordinator plays a key role in leveraging and growing our existing community of Rising Stars, partners, and supporters so that more women have access to the tools and resources to further their leadership development. As Outreach & Community Coordinator, you will be responsible for designing and managing effective outreach and recruitment initiatives by interacting with multiple stakeholders, including identifying, growing and sustaining strong partnerships with like-minded educational institutions and organizations (Talent Spotters) across the region. This role offers a unique opportunity to nurture Wedu's global community and to contribute to improving the overall experience of our community members, throughout their engagement with us. We are looking for a person with an entrepreneurial spirit and eagerness to take on increasing levels of responsibility and autonomy as we grow. In particular, the role involves:

Outreach & Partnership Development

- Designing and implementing outreach initiatives to reach more potential Rising Stars, including but not limited to outreach workshops, community engagement, and social media campaigns
- Developing and managing Talent Spotter partnerships throughout the region, and identifying other opportunities for collaboration with key partners
- Collaborating with the Marketing & Communications team to design effective outreach strategies, digital campaigns, and marketing materials
- Collaborating with the Leadership Development team to employ outreach strategies that also develop Rising Stars' leadership abilities

Selection Management

- Overseeing the Rising Star selection process to maintain the quality of and experience for applicants

- Coordinating the logistics, data analysis, systems development and process improvements related to selection efficiency and effectiveness

Other Responsibilities

- Supporting the overall quality of the Rising Star “customer experience” by critically reviewing and contributing to community (re)engagement opportunities
- Identifying and designing key department initiatives and opportunities for improvement
- Creating and updating supporting operations documents, both for internal and external use
- Contributing to the team effort by accomplishing other tasks, as needed

Be the change you want to see

Wedu is a very entrepreneurial organization that is open to new ideas and experiments. If you have innovations to propose, make your case and say it out loud, conquer the team and you will have all the support required to implement your ideas. Leadership starts inside.

Do you have what it takes?

Qualifications:

- You have at least 3-5 years of previous work experience in a similar role in the Asia region, with demonstrated project management and relationship management skills
- You are entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate; you are also flexible and comfortable with ambiguity and leading the change
- You have a proven track record of using data-driven analysis and critical thinking to design strategies, build targets, monitor progress and make decisions
- You are a skilled communicator – both a great listener and effective speaker and writer; you are confident and resourceful when reaching out to new people, and enjoy developing relationships with a wide range of stakeholders
- You are collaborative and have the ability to use systems-level thinking to see beyond your own work and balance individual and team goals
- You have a passionate commitment to promote social change and women’s leadership development, and are willing to go above and beyond in pursuit of our common mission

Other requirements:

- A university degree in any field with excellent speaking and writing skills in English
- Proficiency in using Google’s web-based office tools, especially Google Sheets (or Microsoft Excel); some digital design experience is a plus
- ***Strong preference for women of Thai and Asian nationalities; Western nationals already residing in Thailand or the region are also welcome to apply***

Organizational arrangements

We expect from you a minimum commitment of 24 months with a four month trial period. This is a full-time position, ideally based in Bangkok, that will work cross-functionally across several departments. Wedu has flexible working arrangements – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

You will receive competitive pay based on your qualifications and Thai living standards, as well as private health insurance and work permit sponsorship, where applicable, and you will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

Apply Now!

We are looking for one candidate to fill this position as soon as possible. Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email talent@weduglobal.org.

Applications for this position are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for at least 2-3 behavioral and situational interviews that will be conducted by a combination of Wedu's CEO, COO and members of our team. As part of the selection process, you will also be expected to complete a short exercise to further demonstrate your fit and interest with the role.