

Systems & Technologies Intern

Do you see the potential?

Do you want to join a dynamic organisation 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? 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 around the world by supporting their unique, lifelong journeys with leadership development trainings, opportunities, and funding for education. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. Today, we are proud to support over 1,000 women leaders across more than 20 countries who form the pillar of a growing community that we believe has the power to achieve large-scale social impact.

Wedu has been featured in:

The New York Times

WORLD
ECONOMIC
FORUM

FT FINANCIAL
TIMES

Your role

We're looking for the next great person to join our team - if you have an entrepreneurial spirit, are eager to take on increasing levels of responsibility as we grow, and enjoy working with logic, data and computers, then this might be the position for you.

As our intern for S&T department, you will play a key role in moving our systems tasks forward so that we can reach more deserving and talented women leaders. You will be primarily responsible for working alongside our systems team in one or more ongoing projects. This role offers you a unique opportunity to enhance Wedu's Technologies with the objective to strengthen our technological services to our Leadership Community while improving the overall Wedu experience in creative, engaging, and impactful ways.

In particular, the role involves:

- Work closely with Systems and Technologies (ST) team of Wedu in the current and future projects during her internship tenure.
- Work in the pipelined projects: LDNA tool development and/or FISA system development.
- Assist S&T, within his/her capacity, in regular operation and system maintenance activities.
- Help in Podio workflow management and improvement.
- Maintain internal documentations of the department as per document confidentiality and necessity.
- Maintain accurate and up-to-date work logs and timesheets for project reporting and budgeting purposes
- Contributing to the team effort by accomplishing other tasks, as needed
- As the internship closes, submit contribution and growth report, lessons learnt.

Be the change you want to see

Wedu is a very entrepreneurial organisation 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:

- A university degree or continuing any technical education, STEM and/or have experience in IT Applications.
- Proficiency in using Google's web-based office tools, especially Google Sheets (or Microsoft Excel); some digital design experience is a plus
- You demonstrate high analytical abilities, data driven and logical thinking.
- Excellent speaking and writing skills in English.
- 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:

- Strong preference for women of Asian nationalities; Western nationals are also welcome to apply
- Selected candidates will be allowed to work remotely.

Organizational arrangements

We expect from you a minimum commitment of 4 months with a 1 month trial period. This is a full-time position. Wedu has flexible working arrangements (unless otherwise specified by your supervisor) – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

Apply Now!

We are looking for two candidates 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 members of our team. As part of the selection process, you may also be expected to complete a short exercise and/or provide sample work to further demonstrate your fit and interest with the role.