

## Project Associate (Mentorships) - Leadership Academy

### The time to lead is now

We envision a world where half of all leaders are women. We have been evolving over the past few years and are one of the more prominent leadership development programmes for women across the world, as well as a pioneer of innovative financing for education. We are now ready to take our leadership structure to the next level and are looking for a leader who is aspiring 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 leaders around the world by supporting their unique, lifelong journeys with leadership development programmes, 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 have worked with over 2,000 women leaders across 26 countries who form the pillar of a growing global community of mentors and partners spanning 96 countries in total. We believe this community has the power to achieve large-scale social impact. We are currently registered in the UK, Thailand, and Cambodia with an ambitious long-term growth plan for Asia and beyond.

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. The project associate for mentorship program will be primarily responsible to assist in the overall mentorships implementation of the 2021 YSEALI Women's Leadership Academy (WLA) over a period of 8 months.

The YSEALI WLA will bring together 40 youth leaders from throughout ASEAN and Timor-Leste for a week of workshops and networking activities in Jakarta, Indonesia, tentatively in September 2021, with pre-workshop online training starting in March 2021. You will be responsible for mentor recruitment and selection, managing mentorships curriculum, and other tasks related to the project's mentorships program. The role will have you collaborating with Wedu staff, the YSEALI WLA Alumni network, U.S embassies, our partners and stakeholders in ASEAN and Timor-Leste.

In particular, the role may involve any of the following:

- Provide support and coordination to the project's mentorships program

- Mentor outreach and recruitment process
- Selection of Mentors
- Mentorship matching process
- Manage the systems and tools related to the mentorships program
- Manage mentorships curriculum for the program
- Liaise and provide support to both mentors and the participants of the project
- Analyse and report on the data points from the mentorship program
- Other tasks as needed by the programme or Wedu

### **Do you have what it takes?**

#### Qualifications:

- At least 1-3 years working experience, with at least one year experience on project management
- Familiarity with online communication tools such as Zoom, Google Hangouts, etc.
- Experience with organizing virtual events is preferred
- Highly organized prioritizer with strong attention to detail and deadline
- Clear and concise communication abilities, both written and verbal
- Independent, self-starter with proven ability to work autonomously as part of a geographically distributed team
- Demonstrated professionalism and flexibility in a fast-paced, deadline-driven environment
- Fluency in verbal and written English

### **Organisational arrangements**

The Project Associate (Mentorships) will functionally report to the Mentorships Coordinator who will lead the mentorships program of the project. The successful candidate will be employed as an independent contractor of Wedu. Locally competitive remuneration will be provided in line with the candidate's experience and skill sets. Due to the nature of the project and the funding associated with it, this position is strictly for a period of up to eight months.

Given the current pandemic and uncertainty about the future of mobility, the position is intended with remote work arrangements. Wedu embraces modern work practices and has flexible working arrangements – 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 one candidate to fill in this position by February 2021. Interested candidates should complete the application form [before December 31, 2020](#), on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org)