Leadership Development Intern

The time to lead is now

Since 2012, Wedu has nurtured the leadership development of over 2,000 women across Asia by supporting their unique, lifelong journeys with mentorship, leadership training, access to customised opportunities, and funding for education through Income Sharing Agreements. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. We believe our global community has the power to achieve large-scale social change and as we take our impact to the next level, we are looking for highly motivated individuals who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equality to join our team.

Wedu has been featured in:

- The New York Times
- Financial Times
- World Economic Forum

Your role

We're looking for the next great person to join our team - if you are eager to take on responsibility and ownership, and would like to contribute to expanding the reach of Wedu in providing leadership development opportunities to women across Asia, then this might be the position for you.

This role offers a unique opportunity to assist in contributing to the expansion of Wedu's mentorship program and other leadership development initiatives, depending on where organizational priorities lie during each month. In particular, you will play a key role in our outreach efforts carrying out research, analysis and maintenance of the database of our Talent Spotters and Aggregators. Talent Spotters represent an educational institution or NGO that works with communities of talented women in the academic, professional and/or leadership space. Talent Spotters work with Wedu to provide more opportunities to women leaders that help them nurture their lifelong leadership development, whether it be through training, education, mentorship, more support resources, and so on. Aggregators are online platforms and groups that help to spread the word about our programmes.

This role offers you a unique opportunity to expand our scale and visibility in different countries through finding new potential Talent Spotters and Aggregators, managing databases of existing relationships, supporting selection processes and assisting in improving our work.
In particular, the role involves:

- Create and maintain a clear and comprehensible database of Talent Spotters and Aggregators on an excel spreadsheet and Wedu’s data management system.
- Research information on different organizations, institutions and online platforms based on programme priorities and analyse their potential as Talent Spotters and Aggregators.
- Analyze channels and conversion rates from Talent Spotters in previous cycles of selection.
- Manage outreach communications with Talent Spotters and for Aggregators.
- Gather communications materials from our community members.
- Support the Rising Star and Mentor selection process.

Other Responsibilities:

- Assist on ongoing events connected to Rising Stars, the Global Mentorship Programme, and the Introduction to Leadership Course.
- Evaluate the quality of the program through collection and analysis of data making recommendations based on your findings.
- Contribute to the team effort by accomplishing other tasks, as needed.

Qualifications:

- Relevant experience of working on projects - whether through internships or full-time work
- Comfortable carrying out online research for a large database
- Excellent organizational skills
- Strong time management and ability to deliver in a work-from-home set-up, while working independently and with minimal supervision
- Entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate
- Flexible and comfortable with ambiguity and leading the change with a positive attitude
- Passionate commitment to promoting social change and women’s leadership development and a willingness to go above and beyond in pursuit of our common mission.
- Excellent speaking and writing skills in English
- Proficiency in using Google’s web-based office tools, especially Google Drive, Google Sheets, Microsoft Excel, Microsoft Powerpoint;
- Strong preference for women of Asian nationalities, especially Rising Stars at Wedu.

Organisational arrangements

This is an online, paid internship and we expect from you 20 hours of commitment a week for at least 6 months. Preferably from September 2021 to March 2022. Wedu has flexible working arrangements (unless otherwise specified by your supervisor).

This internship is a fully remote position and is being recruited for a six-month term (preferably September 2021 to March 2022). Wedu’s team is primarily based in ICT (UCT +7) timezone, and team members are expected to have at least 5 hours of overlap with this timezone each day. The stipend is USD 150/month and Wedu has flexible working arrangements.
Apply now!

The deadline to apply is Sunday, 22nd August 2021.

We are looking for one candidate to fill this position as soon as possible. Interested candidates should complete this application form. If you are experiencing problems with the form, please email mentorship@weduglobal.org. Applications for this position will be reviewed on a rolling basis, and qualified candidates will be contacted via email for interviews that will be conducted by members of our team.