

## Community Engagement Coordinator

### 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 to add highly motivated individuals who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equality, to our team.

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### Your role

The Community Engagement Coordinator will be responsible for building networks and opportunities across Wedu's global community and facilitating connections that are meaningful and productive. The Coordinator plays an exciting and pivotal role in the programmes team, leading initiatives that foster feminist community-building and transformative connections.

At the heart of Wedu is our global community of emerging women leaders and their allies: 1,100 Rising Stars from 28 countries in Asia, supported by 1,200+ mentors from 85 countries across the globe and other stakeholders. The community's purpose is to nurture and accelerate women's leadership journeys, and it is operating in increasingly interconnected ways. We are in the planning stages of strengthening and activating this inclusive community that will serve as both a support structure for the Rising Stars and an engine for sustainable and transformative growth.

Working in close collaboration with the programme team and Wedu's global community, the Coordinator will co-design and implement initiatives that involve a high level of relationship management (internal and external), creative thinking, and an open attitude to experimentation and learning, framed within an active feminist practice and understanding.

We are looking for a creative, empathetic and strategic leader with excellent interpersonal and communication skills to facilitate and engage this community. This will involve developing a clear understanding of the needs of our community; offering support to the women leaders we serve and their allies; making connections with key people and partners within the wider ecosystem; identifying synergies across stakeholder groups and thematic areas, and creating meaningful opportunities to engage so the community becomes increasingly self-sustaining.

## **Responsibilities**

- Facilitate the engagement and impact of Wedu's growing global community
- Co-produce a community engagement strategy: define the approach, develop a meaningful work plan, coordinate outputs, and identify and mobilise resources and practices needed to deliver the strategy
- Develop and measure performance indicators to understand community engagement, evolution, and impact
- Collaborate with the community to identify opportunities for deeper and broader connections, including facilitating activities and moderating online groups
- Design, pilot, and scale member-driven collaboration groups (e.g. local chapters and virtual circles around shared interests)
- Foster integration and engagement across our core stakeholder groups by designing and delivering networking events and creating meaningful points of connection
- Lead timely communications for the entire community and individual members, including disseminating relevant opportunities, making introductions, and circulating invitations to events, programmes, etc.
- Act as the main point of contact for Rising Stars, identifying relevant sources of support, finding ways to accelerate their leadership journeys, and helping them engage with Wedu
- Mobilise the community to achieve broader programmatic and organisational goals

## **Qualifications & Experience**

- Demonstrated passion for gender equity and commitment to advancing women's leadership
- 3+ years of relevant experience, including a proven track record with community building and digital engagement (e.g. doubling engagement rates, delivering significant improvements on community retention)
- Demonstrated success using facilitation, communication, and project management to achieve social change
- A track record of co-production, where you have facilitated spaces and encouraged others to take their ideas forward
- Experience organising and hosting engaging and successful online and in-person events
- Proven experience with diverse cultural and geographical audiences, preferably in Asia
- Relevant tertiary-level qualification or equivalent industry experience

## **Professional Skills**

- Advanced knowledge of community engagement issues and practices in a global context and an understanding of their implications for the creation, implementation and evaluation of community engagement strategy
- An empathetic communicator with superior influencing and interpersonal skills and the ability to work effectively with people from a diverse range of backgrounds
- Clear and compelling communication abilities, both written and verbal
- Ability to translate strategic thinking into action plans and results
- Spoken and written fluency in English

### **Personal Attributes**

- Approaches work from a feminist lens, guided by a commitment to inclusion and gender equity
- Culturally aware and respectful, curious and sensitive about the cultures Wedu operates in
- Creative and proactive with the confidence to bring new ideas to the table and lead brainstorming, testing, and refining of new ideas and approaches
- Proven ability to take initiative and work independently as part of a geographically distributed team
- A good sense of humour and willingness to learn
- Energetic, positive, and self-motivated with a can-do attitude
- A team player with excellent interpersonal skills who can work effectively across cultures
- Comfortable with ambiguity and able to thrive in a dynamic and fast-paced environment

### **Organisational Arrangements**

The Community Engagement Coordinator is a fully remote position and is being recruited for a two-year, extendable contract. 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 starting salary range is USD 800-1,300/month plus benefits, and remuneration will be set in line with the candidate's experience and skill levels. Benefits include unlimited paid time off and flexible working arrangements.

### **Apply**

Interested candidates should apply through our [website](#). The priority deadline is **Sunday, 21st November**, and applications will be reviewed on a rolling basis. Shortlisted candidates will be contacted via email. Preference will be given to members of Wedu's global community (Rising Stars, Mentors, and Program Participants). We are looking to fill this position by January 2022 at the latest. If you experience any problems submitting the application, please email [talent@weduglobal.org](mailto:talent@weduglobal.org).

Wedu is committed to cultivating a culture of inclusive leadership and building an organisation that is representative of the communities we serve. We celebrate the individual differences, life experiences, knowledge, self-expression, and talent that each person brings. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ancestry, ethnicity, race, sex, gender identity and expression, sexual orientation, age, religion, marital status, disability, and beliefs.