

# YSEALI Women's Leadership Academy Program 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.

The YSEALI Women's Leadership Academy will bring together young women leaders from throughout ASEAN and Timor-Leste for a week of workshops and networking activities in Jakarta, Indonesia in August 2022, in addition to pre-workshop activities that will start in April 2022 and some post-workshop activities.

Wedu has been featured in:

The New York Times logo in a classic serif font.The World Economic Forum logo, featuring the text "WORLD ECONOMIC FORUM" with a blue arc below it.The Financial Times logo, consisting of an orange square with "FT" in white, followed by the text "FINANCIAL TIMES" in a serif font.

## Your role

We are looking for the next great person to join our project team. The Program Intern will be assisting the Project Coordinators with the participant outreach, logistics, and program design of 2022 YSEALI Women's Leadership Academy (WLA).

Strong candidates will love organisation, planning and running events, as well as maintaining engagement with our participants. This role is perfect for someone wanting to gain project management experience in a collaborative and tight-knit environment that will challenge you to think and work with a fresh perspective.

## Responsibilities

- Assist in overall logistic and administrative coordination, which might includes compiling participants' data and supporting hotels booking process
- Assist in program implementation, which includes preparation of the online webinars, maintaining participants engagement, tracking participants progress during the program
- Support Project Coordinators in the process of recruiting and selecting participants, securing speakers, and other areas of program delivery as-needed
- Other tasks that may be assigned

## Qualifications & Experience

- You have completed or are currently working towards completing a University degree in a relevant field, or you are an experienced professional who would like to volunteer your time towards a great cause
- You have a background or interest in project management, event management, stakeholders engagement, or related areas
- You are a self-starter with a strong work ethic, team-working skills and positive attitude
- 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

- Some experience using Google's web-based office tools
- Comfortable in public speaking and have prior experience as master of ceremonies is a plus
- Proficiency with online software tools like Zoom, Eventbrite, Canva is a plus
- ***Strong preference for women from the Wedu and/or YSEALI community (not a member yet? Join [here](#)); all nationalities can apply***

## Personal Attributes

- Demonstrated passion for gender equity and commitment to advancing women's leadership
- Energetic, positive, and self-motivated with a can-do attitude
- Highly organized multi-tasker with strong attention to detail and ability to adhere to deadlines
- Independent, self-starter with proven ability to work autonomously as part of a geographically distributed team
- Clear and concise communication abilities, both written and verbal
- Strong interpersonal skills and proven ability to work effectively in a multicultural team
- Demonstrated professionalism and flexibility in a fast-paced environment

## Organisational Arrangements

This is a fully remote position and is being recruited through Wedu (Thailand) Foundation with an expected start date of early January 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.

We are looking for individuals who can commit for 9 months with at least 20 hours per week. As a token of appreciation, we offer a small stipend of 150 USD per month. This is a **remote working position** and 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 and that of your supervisor's.

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.

**Apply Now!**

We accept applications until December 31, 2021. Applications for this position are accepted and reviewed on a rolling basis, and only qualified candidates will be contacted via email for at least 1-2 interviews that will be conducted by members of our team

Interested candidates should complete the application form on the Careers page of our website. If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org) and cc [yseali@weduglobal.org](mailto:yseali@weduglobal.org).