

## Program Manager - Mentorship

### The time to lead is now

Since 2012, Wedu has nurtured the unique leadership journeys of over 3,000 women from 28 countries across Asia by facilitating mentorship, delivering leadership development training, and providing access to customised opportunities and financing for education. These women are inspiring individuals committed to changing the status quo. We believe this community of women leaders - supported by gender equity allies from 92 countries around the world- has the power to achieve large-scale social change.

At the heart of Wedu's approach to nurturing women's leadership is transformative mentorship. Over the past decade, we have facilitated over 80,000 hours of mentorship for emerging women leaders, primarily through virtual, one-on-one, cross-cultural mentorship. We have recently started experimenting with peer-mentorship and group mentorship models as well.

*"My mentor is my inspiration! She is always there for me to inspire me to reach my goals. I like to celebrate my successes with her. I learned a lot from my Wedu mentor, such as how to motivate myself, how to plan, and how to be resilient when I face problems. Our mentorship sessions are always motivational, energetic, and it helps me to tackle difficult situations with a positive approach."* - Channy, Cambodia

This is an exciting time to join Wedu. As we celebrate our first decade of impact, we're looking for talented people who are innovative and thoughtful in their approach to getting things done and who have a demonstrated passion for gender equity to join our remote-first team.

Wedu has been featured in:



The New York Times



WORLD  
ECONOMIC  
FORUM



FT FINANCIAL  
TIMES

### Your role

The Mentorship Program Manager will provide leadership for Wedu's signature programs: the Global Mentorship Program, Rising Star opportunity and Introduction to Leadership course. The Manager will be responsible for the overall success of these activities and lead improvements and innovations that are impact-driven, evidence-informed, and people-centred in service of scaling our impact.

Working in close collaboration with the program team and Wedu's global community, the Manager will co-design and implement initiatives that involve a high level of relationship management (internal and external), problem-solving, and creativity within an active feminist practice.

We are seeking a talented professional with a sophisticated understanding of women's leadership development who is skilled in program management to lead this next phase of growth. The ideal candidate will be passionate about advancing gender equity and have an entrepreneurial spirit and growth mindset.

## **Responsibilities**

- Grow Wedu's diverse and inclusive community of women leaders in Asia and global gender equity allies by creating and supporting application, recruitment and selection strategies and processes for the Rising Star opportunity and Global Mentorship Program
- Develop and operationalise mentor engagement and retention strategies, ensuring they are equipped to succeed and receive timely support
- Monitor program effectiveness and efficiency and develop solutions to address potential gaps and opportunities for improvement
- Establish and manage partnerships to expand the impact of Wedu's mentorship programs and generate new leadership development opportunities for our community
- Ensure Wedu's leadership curriculum and mentorship training materials are effective and deliver orientations and training on mentorship
- Mobilise resources for Wedu's mentorship initiatives, including managing and renewing grants, spearheading CSR engagements, and prospecting new sources of funding
- Coordinate knowledge management, systems and process improvements, and MERL activities for mentorships at Wedu
- Lead a high performing program team of staff (a program coordinator and a program associate), interns, and consultants
- Shape and support wider programmatic priorities and strategies at Wedu as a senior member of the program team
- Ensure program success and effectiveness by accomplishing other tasks, as needed

## **Qualifications and experience**

- At least seven years of relevant work experience with increasing levels of responsibility, a minimum of three years in a supervisory role, and demonstrated success in a similar role managing and growing high-impact programs
- Exceptional project management skills and a proven ability to lead complex and multi-dimensional projects

- Prior experience with mentorship, either on a personal or professional basis. Experience designing or managing mentorship or leadership programmes is preferred
- Ability to think and work strategically and translate strategic thinking into results
- Familiarity with participatory, feminist, and human-centred design approaches to program design and implementation
- Proven ability to design and implement creative, analytical approaches to improve programs and the flexibility to change should these approaches need course correcting
- Proven experience with diverse cultural and geographical audiences, preferably in Asia
- Fluency in English with clear and compelling communication abilities, both written and verbal
- Proficiency in using Google's web-based office tools and Salesforce (preferred)
- Relevant tertiary-level qualification or equivalent industry experience

### **Personal attributes**

- Demonstrated passion for gender equity and commitment to advancing women's leadership
- Collaborative, with the ability to use systems-level thinking to see beyond your own work and balance multiple stakeholders and priorities
- 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
- Entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities for impact; you are also flexible and comfortable with ambiguity and able to thrive in a dynamic and fast-paced environment
- Skilled and inspiring communicator – both a great listener and effective speaker and facilitator and confident in leading trainings
- Confident and resourceful when reaching out to new people, you enjoy developing relationships with a wide range of stakeholders
- Members of Wedu's global community (Rising Stars, Mentors, and Program Participants) and those with lived experience of the issues are especially encouraged to apply

### **Organisational arrangements**

This fully remote position is open for all candidates based out of Asia and is being recruited through Wedu (Thailand) Foundation. 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 1,500-2,000/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. We expect a minimum commitment of 24 months (extendable) with a three-month trial period. This is a full-time position.

## Apply

Interested candidates are invited to apply through our [website](#). If you experience any problems submitting the application, reach out to [talent@weduglobal.org](mailto:talent@weduglobal.org).

We're looking to fill this position immediately and are reviewing applications on a rolling basis, so we encourage interested candidates to apply at their earliest convenience. Qualified candidates will be contacted via email for the next steps in the selection process which will include interviews and short exercises to demonstrate their capabilities and fit for this role. Due to the number of applications we receive, please note that you will only be contacted if you are shortlisted.

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.