

Event Management Intern

Duration: July-September 2022

Location: Bangkok, Thailand

Monthly Stipend: THB 5,000 per month

Application Deadline: 22 June 2022

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.

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Your role

We're looking for the next great person to join our programme team. This is an excellent opportunity to expand your skills and gain practical experience in hybrid event management and gender equity programming and build professional skills whilst working within a dynamic, international team environment.

As the YSEALI Women's Leadership Academy (WLA) **Event Management Intern**, you will directly support event planning, logistics and management for the YSEALI WLA regional workshop in Bangkok, which will be delivered in a hybrid format at the end of August. In addition to providing practical support for the hybrid event, you will work closely with the Program Manager to support administrative and knowledge management processes and contribute to the success of the programme by accomplishing other tasks, as needed.

The YSEALI Women's Leadership Academy supports the leadership development of 54 emerging women leaders across South East Asia in the human rights space and runs for six months (March to August 2022), culminating with a three-day hybrid workshop in Bangkok on 24-26 August.

Qualifications

- Based in Bangkok
- Relevant experience with in-person event planning and management required, experience with hybrid and online events preferred
- Excellent speaking and writing skills in Thai and English
- Excellent organizational skills
- Strong time management skills and the ability to remain productive in a work-from-home set-up
- 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
- Proficiency in using Google's web-based office tools (i.e. GDrive, GSheets, GSlides) and/or the equivalent MS Office products.
- University students and recent graduates are encouraged to apply

Organisational arrangements

This internship is based out of Bangkok with a WFH arrangement, flexible hours, and a monthly stipend of THB 5,000. We are open to making this a part-time or full-time internship, but require a minimum commitment of 20 hours/week.

We expect a commitment for three months, 1 July - 30 September 2022, with a full-time commitment during the week of the workshop (August 22-26). Workload will vary and ramp up as the event nears. 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.

Apply now!

The deadline to apply is Wednesday, 22 June 2022.

Interested candidates should complete this [application form](#). We are looking for one candidate to fill this position as soon as possible, preferably by 1 July 2022. Applications for this position will be reviewed and processed on a rolling basis and qualified candidates will be contacted via email. Interviews will be conducted throughout June. If you are experiencing problems with the form, contact yseali@weduglobal.org.