

Leadership Programme Associate

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 94 countries around the world- has the power to achieve large-scale social change.

We're looking for talented people who have a demonstrated passion for gender equity and are innovative and thoughtful in their approach to getting things done to join our remote-first team.

Wedu has been featured in:



Your role

The Programme Associate will work closely with two Programme Leads at Wedu to ensure the seamless implementation of our signature programs, namely our leadership trainings (incl. the Women's Leadership Academy and Introduction to Leadership course) and community engagement initiatives. The Associate will also support Wedu's learning agenda through robust data collection, management, and analysis.

In close collaboration with the program team and Wedu's global community, the Associate will provide hands-on support for program administration and logistics, knowledge management and MERL processes, partner and community engagement, and event management. The position involves a high degree of initiative and coordination, informed by an active feminist practice.

Strong candidates will be hyper-organised, adept at running memorable events, and innately understand how details can make or break projects. This role is perfect for someone wanting to gain hands-on experience with the full program lifecycle within a collaborative and tight-knit environment and seeking to grow their skills while making an enduring impact on closing the gender leadership gap.

Responsibilities

- Provide overall logistics support and administrative coordination for Wedu's programs (e.g. coordinate outreach and scheduling, procure vendors, maintain documentation, and coordinate technical and administrative event logistics)

- Support robust knowledge management practices: Manage program documentation and record keeping, maintain our CRM on Salesforce, and support MERL processes with data collection, management, and analysis
- Support relationship management for program and funding partners by tracking program targets and engaging and expanding our regional network of Talent Spotters
- Moderate online groups to foster greater community engagement and provide individualised support for program participants and community members
- Support program budgeting processes in close coordination with Programme Leads and the Finance Officer (e.g. collect supporting documents and raise invoices for approval)
- Support the Project Leads in recruiting, selecting and supporting participants, speakers, and mentors
- Support other areas of program innovation and delivery as needed

Qualifications & Experience

- At least 3 years of relevant work experience with demonstrated success in program implementation and event management roles
- Exceptional project administration skills, including coordination and documentation
- Experience running engaging and memorable events (in-person and on zoom)
- Financial administration experience and comfort using finance reporting tools
- Fluency in verbal and written English
- Proficiency with Google's web-based office tools
- Strong analytical skills and an ability to learn and use new technologies
- Prior experience with data management and CRM is required (Salesforce is preferred)
- Relevant tertiary-level qualification or equivalent industry experience

Personal Attributes

- Demonstrated passion for gender equity and commitment to advancing women's leadership
- Energetic and positive self-starter with a can-do attitude and strong work ethic
- Highly organised with strong attention to detail
- Entrepreneurial with a drive for continuous improvement
- Proven ability to work independently within remote teams and fast-paced environments
- Clear and concise communication abilities, both written and verbal
- Strong interpersonal skills and proven ability to collaborate effectively and respectfully in multicultural contexts

Organisational Arrangements

This fully remote position is open for all candidates from 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 salary range is USD 600-900/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

We're looking to fill this position immediately and will review applications on a rolling basis, so we encourage interested candidates to apply at their earliest convenience within the **priority application deadline of 31 January 2023**.

Qualified candidates will be contacted via email, and the application process will include interviews, short exercises to demonstrate capabilities and fit for this role, and reference checks. Due to the number of applications we anticipate receiving, please note that you will only be contacted if you are shortlisted.

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