

Data and Knowledge Management Intern

Duration: 4 Months (1 June to 30 September 2023)

Location: Remote

Monthly Stipend: USD 150 per month

Application Deadline: Monday, 1 May 2023

The time to lead is now

Since 2012, Wedu has nurtured the unique leadership journeys of over 3,000 women from 29 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

We're looking for the next great person to join our program team in a part-time capacity as the Data and Knowledge Management Intern. This is an excellent opportunity to build your skills and gain hands-on experience in data management and make a meaningful contribution to gender equity programming whilst working within a dynamic, international team.

As the Wedu Leadership and Development Team **Data and Knowledge Management Intern**, you will assist the management and organization of our data and knowledge within the Programmes to make informed operational and strategic decisions. In addition, you will work closely with the Programme Team to support administrative processes and contribute to the success of the programmes by accomplishing other tasks as needed. In particular, your role involves:

Data Management

- Assist with the collection, management, and analysis of large datasets
- Create data visualizations and reports for internal and external stakeholders

- Develop and implement data entry protocols to ensure data accuracy and completeness
- Support the development and implementation of data management policies and procedures
- Conduct data research and analysis to support evidence-informed recommendations and decisions
- Assist in identifying opportunities for process improvements and streamlining data management activities
- Collaborate with cross-functional teams to gather and analyze data for various projects

Knowledge Management

- Assist in the development, implementation and maintenance of knowledge management strategies and processes.
- Support the creation of knowledge management frameworks and templates to capture and share knowledge within the organization.
- Assist with the organization and classification of content within the KMS, ensuring that it is easy to navigate and search.
- Participate in knowledge-sharing initiatives, events and activities.
- Help maintain and update the knowledge management system (KMS), ensuring that it is up-to-date, relevant and accessible to all users.
- Conduct research to identify best practices in knowledge management and suggest ways to improve our processes

Qualifications

- Relevant experience with data management and CRM is required (Salesforce is preferred)
- Proficiency in using Google's web-based office tools (i.e. GDrive, GSheets, GSlides) and other data management tools
- Strong analytical and problem-solving skills
- Excellent communication, interpersonal, and organizational skills
- Strong interest in knowledge management, information sharing, collaboration and continuous learning.
- Familiarity with knowledge management concepts and tools.
- Proficiency in speaking and writing skills in English
- Demonstrated passion for gender equity and commitment to advancing women's leadership
- Strong time management skills and the ability to remain productive in remote set-up
- Entrepreneurial and not afraid to take ownership, showing resourcefulness in identifying and acting upon opportunities to innovate
- Rising Stars and Programme Participants from the Wedu community are encouraged to apply

Organizational arrangements

This internship is remote with a Work-From-Home arrangement, flexible hours, and a monthly stipend of USD 150 for a commitment of 20 hours per week for 4 months from 1 June - 30 September 2023. Wedu has flexible working arrangements – you are expected to deliver what is required, and working hours are mainly dependent upon your time management and productivity.

Apply now!

The application deadline is Monday, 1 May 2023.

Interested candidates should complete this [application form](#). Applications for this position will be reviewed and processed on a rolling basis, so early submission is encouraged. Due to the number of applications we receive, only shortlisted candidates will be contacted via email. If you need help with the form or have questions about this opportunity, contact mentorship@weduglobal.org.

Wedu is committed to cultivating a culture of inclusive leadership and building an organisation representing 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 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.