

Programme Intern (S'gaw Karen Speaking)

Duration: 1 August 2023 to 30 June 2024 (11 months)

Location: Remote

Monthly Stipend: US\$150/per month

Application Deadline: Friday, 30 June 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 Programme Intern. This is an excellent opportunity to build your skills and gain hands-on experience in supporting the mentorship programme in nurturing supportive peer mentorship circles and providing personal growth and leadership development opportunities to the refugees and making a meaningful contribution to gender equity programming whilst working within a dynamic, international team.

Wedu believes in inclusive, equitable and progressive societies. We reach individuals in underserved communities around Asia and collaborate with organisations that act as talent spotters to identify emerging leaders with potential. Since 2018, Wedu has established a partnership with the International Rescue Committee (IRC) to nurture young talents and aspiring change-makers from the refugee camps along the Thai-Myanmar border, a majority of whom have been living in the temporary shelters for more than two decades with minimal opportunity for safe repatriation or local integration.

To date, we have supported five cohorts of refugees by matching with mentors to guide them through their unique challenges and increasing their sense of agency through goal setting and overall leadership development. We are looking for highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

In particular, the role involves:

- Liaise effectively with participants to ensure they have the support they need and to disseminate information as required.
- Assist in conducting orientations and start-up workshops for mentors and mentees by preparing materials for the said purpose and communicating with them in a timely manner.
- Support the overall function of Monitoring, Evaluation and Learning (MEL) by assisting the Programme Coordinator in designing data collection tools, gathering data timely, and analyzing the collected data.
- Offer ideas and insights proactively to improve the overall participant experience and Programme effectiveness.
- Attend online meetings, training and events as appropriate.
- Maintain and update programme-related databases on a regular basis.
- Provide Burmese and S’gaw Karen interpretation to the participants as needed.
- Contribute to the programme's success by accomplishing other tasks, as needed.

Qualifications:

- Relevant experience in working on projects - whether through internships, part-time or full-time work
- Ability to work with people from a range of cultural and intellectual backgrounds.
- Excellent organizational skills
- Strong time management and ability to deliver in a work-from-home set-up, while working independently and with minimal supervision
- Proficiency in Burmese and S’gaw Karen (both written and spoken)
- Proficiency in using Google’s web-based office tools, especially Google Drive, Google Sheets, Microsoft Excel, and Microsoft Powerpoint;
- Intermediate level or above in English (considered an advantage)
- Experience in translating, editing, or/and proofreading documents in English to Karen or/and Burmese (preferred)
- **Preference for former participants of the Wedu - IRC Mentorship Programme or Rising Stars at Wedu.**

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 11 months from 1 August 2023 - 30 June 2024. 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 Friday, 30 June 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.