

Programme & Systems Coordinator

The time to lead is now.

Wedu nurtures and invests in women's purposeful leadership journeys and mobilises allies and communities toward a feminist future. Since 2012, we have strengthened and sustained the unique leadership journeys of over 5,000 women from 29 countries across Asia by facilitating long-term mentorship, delivering leadership development training, convening support communities, and funding continuing education through Income Sharing Agreements. These women are inspiring individuals committed to changing the status quo, and we believe this community of leaders-supported by gender equity allies from 94 countries around the world- has the power to achieve large-scale change.

This is an exciting time to join Wedu. We've started our second decade of impact, guided by a new strategy, and are looking for highly motivated people who are innovative and thoughtful in their approach to getting things done and have a demonstrated passion for gender equity to join our remote-first team.

Wedu has been featured in:



Your role

The Programme and Systems Coordinator will play a pivotal role in ensuring excellence in programme delivery while growing our knowledge systems and Monitoring, Evaluation, Research, and Learning (MERL) infrastructure as we scale up our activities and impact, guided by a new strategic plan. In addition to working with programme leads to ensure seamless execution of Wedu's signature women's leadership initiatives with the support of an intern, the Coordinator will work closely with the Regional Executive Director to leverage data and technology for increased impact and effectiveness across all Wedu's programmes - driving systems enhancements and rolling out MERL processes.

In essence, the Coordinator will function as a weaver within the programmes team: systematising knowledge management and data processes, synchronising MERL practices, and proactively identifying and leveraging points of synergy between programmes. We are looking for someone passionate about advancing women's leadership, with exceptional project management skills plus an outcome and solutions-oriented mindset.

Responsibilities

Systems and Knowledge Management

- Aggregate, analyse, and translate data for use in evidence-informed strategic and programme decision-making, advocacy and communication materials, reporting, and other relevant data requests across the entire organisation
- Integrate and streamline MERL processes and support programme leads with systems across the full programme life cycle (design, selection, implementation, and reporting) of leadership programmes (like ITL, WLA, Rising Stars, and Community Engagement) as well as across impact areas within the organisation (like Talent, Business Development)
- Lead robust data and knowledge management systems and practices across Wedu's programmes, ensuring they are streamlined, scalable, and GDPR-compliant
- Oversee the management and use of programme data on Salesforce (Wedu's CRM platform), ensuring it remains fit for purpose and meets the evolving needs of the organisation
- Leverage technology for increased impact and effectiveness across all programmes as a remote-first team, identify opportunities for system and technology improvements and lead improvement projects
- Coordinate with IT consultant(s) as needed for complex projects (e.g., automation and integrations with third-party applications), serving as their primary point of contact at Wedu, coordinating work requests and workflows from the programme team

Programme Coordination

- Provide event management and project support for Women's Leadership Academy (WLA), including logistics and documentation, participant communication, hosting events, measurement of the Academy's impact through survey analysis, and report writing
- Oversee the implementation of Wedu's gateway course, Introduction to Leadership (ITL), including programme outreach, enrollment, technical course administration, participant engagement, and quality effectiveness
- Identify and liaise with key stakeholders for Wedu's programmes, maintaining contact and relationships with organisations (incl. Talent Spotters), individuals, and participants on Wedu's behalf

Qualifications and experience

- 4+ years of relevant work experience in similar roles, with growing levels of responsibility and ownership, including (co)leading projects
- Well-versed in mixed methods evaluations, including qualitative and quantitative data analysis.
- Proficient in skills like survey design for data collection, data analysis, data visualisation/presentation as much as drawing insights from focus group discussions and interviews to drive informed decision-making and strategic planning

- A successful track record of project and event management, with an inclination towards organising knowledge for effective usage
- Ability to learn new software is essential, and an advanced working knowledge of software in Wedu's tech stack is preferred: Salesforce, Form Assembly, Notion, Podio, Survey Monkey, Typeform, Zoho, etc.
- Relevant tertiary education qualification is required, with a preference for fields such as impact evaluation, social sciences, statistics, behavioural sciences, data science, etc.

Personal attributes

- Demonstrated passion for gender equity and committed to advancing women's leadership
- Culturally aware and respectful, curious and sensitive about the cultures Wedu operates in
- Highly organised and detail-oriented with a track record of meeting short and long-term responsibilities in a fast-paced, impact-driven environment.
- Able to manage a high volume of work efficiently and balance competing priorities and deadlines without sacrificing quality
- Passion and aptitude for strong customer service, with a natural ability to anticipate and respond to team, talent spotter, and programme participant needs
- Strong analytical and critical thinking skills for problem-solving and decision-making
- Excellent communication and collaboration skills to coordinate between stakeholders
- Reliable and trustworthy, consistently delivers results
- Identifies issues and proactively seeks solutions with a quick turnaround time

Organisational arrangements

This full-time position is fully remote and open to anyone with the permanent right to work in a country in South or Southeast Asia. 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 for this position is USD 1,000-1,500, plus benefits which include flexible working arrangements. Remuneration will be set in line with the candidate's experience and skill levels. We expect a minimum commitment of 24 months (extendable) with a five-month trial period.

Apply Now!

Interested candidates are invited to apply at their earliest convenience through our [website](#). We're looking to fill this position immediately, with a start date no later than April 2024, and applications are being reviewed on a rolling basis with a **priority deadline of Sunday, 7 April**. Due to the number of applications we receive, please note that you will only be contacted if you are shortlisted. 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.