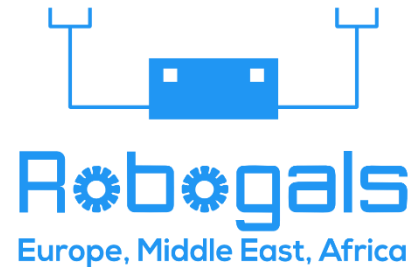


Project Manager

Robogals Europe, Middle East & Africa(EMEA)



About Robogals

Robogals is an international student-run organisation which aims to substantially increase the number of young women pursuing engineering in their tertiary studies and careers. We have over 30 chapters located across three regions: Asia Pacific, North America, and EMEA. Find out more at our website, www.robogals.org.

Purpose of the Role

The project manager's role is to deliver the new and existing Regional initiatives on time and to standard; and to drive collaboration and integration across Initiatives and with Regional, Global and Chapters.

Tasks could include

- Designing, planning and assisting with new and ongoing initiatives
- Financial planning: assisting with managing initiatives budget
- Working and collaborating with Regional, Global, Operational and Chapter teams to deliver your accountabilities
- Ongoing liaison with partner organisations, schools and the Robogals community
- Anything else you can think of that works toward the goals and purposes of Robogals and your role!

Required Skills

- Alignment with the values and mission of Robogals
- Attention to detail and resourcefulness
- Time management and the ability to multitask
- Ability to communicate professionally to a range of people (sponsors, partners, your team, participants in your initiative)
- Bonus skills:
 - Creative writing
 - Graphic design
 - Web development

Remuneration

- The chance to positively impact the education of young students across EMEA
- The opportunity to work alongside an international team of people dedicated to engineering outreach
- Opportunity to be creative and to make the role
- Attendance at the annual EMEA SINE conference

Other Details

An EMEA Project Manager directly reports to the Initiatives Director, and works alongside other Project Managers, who together form the EMEA Initiatives team. Applicants can be based anywhere in the EMEA region. The position is estimated to take 8 -10 hours a week, and successful applicants must commit to the role for at least 1 year, preferably 2.

How to apply

This is an unpaid voluntary role, we are looking for someone who is enthusiastic and eager to learn new things. This role is open to all genders. If you are interested in applying, please contact Anjali Thirumalavan at anjali.thirumalavan@robogals.org with your resume and cover letter. In your cover letter, please describe relevant past experience and what you hope to achieve from the role. Please reach out with any questions you have about the role. Applications will be accepted on a rolling basis. All positions will remain open until filled.