

Chapter Communications Manager

Robogals Asia Pacific



Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower young women into engineering and related fields. This is achieved through interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 70,000 girls globally.

The Role

We are currently seeking a motivated individual to take on the position of Chapter Communications Manager. This is a vital position on our Chapter Support team, with the primary purpose of improving and supporting the flow of information and collaboration across chapters and the regional team. The role will include distributing information to chapter executives, encouraging communication across chapters, and working on projects to improve communication transparency across the organisation. The successful candidate will be an individual passionate about the Robogals mission who shares the organisation's values, and has the ability to take initiative and communicate in a professional and engaging manner with a variety of people. Chapter experience is preferred if possible. Please note this is a voluntary role.

Responsibilities

- Work with the Chapter Support team to support chapters in the APAC Region.
- Mass distribution of news and announcements internally and managing internal social media groups (Robogals Network Pages etc)
- Collating, editing and distributing the Robogals APAC bi-monthly newsletter
- Coordinating events between internal stakeholders (chapter executives, volunteers, regional team members, and other Robogals members etc.)
- Working on new projects to support chapters to the highest standard.
- Assistance in the organization of communications around the Robogals SINE conference when run by Regional

Although a voluntary position, the successful candidate will have opportunities to gain project management and mentoring experience in an international organization, network with industry and the wider STEM education community, and the opportunity to attend the Robogals APAC annual volunteer conference.

Skills Required

The successful candidate will require:

- Ability to communicate with clarity and impact through a variety of media
- Skills in project and event planning and coordination.
- Initiative in working on regional and individual projects
- Willingness to work in a virtual team environment.
- Strong time management skills and the ability to multitask.

Application Process

To apply please email Chelsea Edmonds (Regional Executive Office, Robogals Asia Pacific) on apac.reo@robogals.org with the following:

- Cover letter which includes evidence of passion for the Robogals mission, why you are interested in this role, and why you would be successful in this role.
- Your CV (max 2 pages)

Applicants for this position will be reviewed based on their passion towards the organisational goals, interest in the position, and the required skills outlined.

Applications will be accepted on a rolling basis and will close at **10pm AEST Tuesday 3rd of August**. Please don't hesitate to address all questions to Chelsea Edmonds (Regional Executive Officer, Asia Pacific).

Role Details

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| Job Title: | Chapter Communications Manager, Robogals Asia Pacific |
| Reports To: | Regional Executive Officer, Robogals Asia Pacific |
| Employment Basis: | Casual, volunteer role (Approximately 6 - 8 hours per week). |
| Start Date: | September 22 nd 2018 (negotiable) |
| Term: | A minimum of 1 year is expected |
| Location: | Anywhere with strong internet connection in the APAC region |