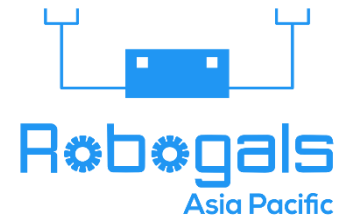


Project Administrator: Robogals APAC Initiatives Team



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 fun and educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 70,000 girls globally.

The APAC Initiatives Team is responsible for programs which engage students with Robogals beyond an initial workshop. Our main focus is the Science Challenge, an online competition for girls and gender diverse students aged 5 - 15, and related events. These include Science and Engineering Days, which are full-day science and engineering workshops held in conjunction with local chapters.

The Role

The purpose of this role is to coordinate and maintain consistency in the operations of the Initiatives Team and its programs which are growing in scale. The role will involve working with the Project Director and Deputy Project Director to coordinate projects and team operations.

Additionally, the role will explore the expansion of our initiatives at a Chapter, Regional and Global level. The successful candidate will be an individual who is passionate about the Robogals mission and who shares the organisation's values. Ideally, they also have the ability to manage their time effectively, and communicate in a professional manner. **Please note this is a voluntary role.**

As part of the onboarding process, the successful applicant will have the opportunity to shadow the current Project Administrator.

Responsibilities

- Managing the administration and documentation of the Initiatives Team
- Update the Robogals Science Challenge website throughout the phases of the competition
- Maintain the database of Science Challenge participants and assist in organising the registration process
- Aid the Project Director and Deputy Project Director with delegating tasks, and provide assistance to team members as they complete their tasks
- Anything else you can think of that works toward the goals and purposes of Robogals and your role!

Although a voluntary position, the successful candidate will have opportunities to make a tremendous impact on young girls' lives, gain experience in a leadership position within an international organization, and the opportunity to attend the Robogals APAC annual volunteer development and networking conference.

Skills Required

The successful candidate will require:

- Time management and the ability to multitask
- Excellent communication skills and the ability to coordinate between geographically dispersed teams
- The ability (or willingness to learn) to apply project management principles across a variety of projects with varying timelines, budgets and objectives
- Proactiveness and the willingness to request guidance as needed
- The following bonus skills will be looked upon favourably, but are not a requirement:
 - Web development (CSS, Wordpress)
 - Mailing list and form systems (Mailchimp and Google Forms)

Application Process

Applicants for this position will be reviewed based on their passion towards the organisational goals and ability to meet the required skills and role responsibilities. To apply please email Ruwan Devasurendra (current Project Director, Robogals Asia Pacific) on ruwan@robogals.org with the following:

- A cover letter which demonstrates why you are interested in the Robogals mission and this position, and why you would be successful in this role.
- Your CV (max 2 pages)

Applications will be accepted on a rolling basis and will close at **5pm AEST Tuesday 15th of December**. For more information regarding the role or organisation, please contact Ruwan Devasurendra (Project Director, Robogals Asia Pacific) on ruwan@robogals.org.

Role Details

Job Title:	Robogals Asia Pacific Initiatives Team Project Administrator
Reports To:	Robogals Asia Pacific Project Director (Initiatives)
Employment Basis:	Part-time, volunteer role (Approximately 5 – 8 hours per week).
Start Date:	December 2020 – January 2021 (negotiable)
Term:	A minimum of 1 year during the Science Challenge on-season (April-November), or most preferably 2 years.
Location:	Anywhere with strong internet connection in the APAC region