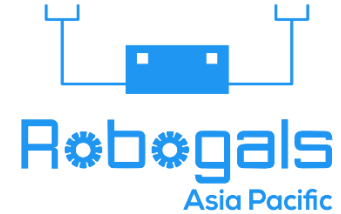


# Chapter Support Project Manager Robogals Asia Pacific



## Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower female and gender-diverse students into STEM fields. This is achieved through interactive educational initiatives aimed at students in primary and secondary school. Since inception in 2008, Robogals has inspired over 125,000 students globally.

## The Role

We are currently seeking motivated individuals to take on the position of Chapter Support Project Manager in the Robogals Asia Pacific regional team. The Chapter Support Team is responsible for providing resources, mentoring, event, and communication support to our chapters. This role is responsible for managing internal chapter related projects, coordinating with other regional and global teams on chapter issues, background administration tasks for the team, and assisting other members of the Chapter Support Team. The successful candidates will be an individual passionate about the Robogals mission who shares the organisation's values, and has the ability to take initiative, manage individual and group projects and logistics, and communicate with a wide range of people. Please note this is a voluntary role.

## Responsibilities

- Representing chapter interests at the regional level
- Working with the Chapter Support Team and the broader APAC Regional team to develop new initiatives to further assist chapters
- Assistance in the organisation of the Robogals SINE conference, and other regional events

Although this position is voluntary, the successful candidate will have opportunities to gain project management and communication experience in an international organisation, work with a great team of passionate people, and the opportunity to attend the Robogals APAC annual volunteer conference.

## Skills Required

The successful candidate will require:

- Ability to communicate clearly to a range of people through a variety of media
- Forward planning, and initiative in supporting chapters
- Strong organisational and time management skills
- Willingness to work in a virtual team environment
- Past experience as a chapter executive is beneficial but not required

## Application Process

To apply please email Emily Lok (Regional Executive Office, Robogals Asia Pacific) on [emily.lok@robogals.org](mailto:emily.lok@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 starting times are negotiable. Please don't hesitate to address all questions to Emily Lok (Regional Executive Officer, Asia Pacific).

## Role Details

<b>Job Title:</b>	Chapter Support Project Manager, Robogals Asia Pacific
<b>Reports To:</b>	Regional Executive Officer, Robogals Asia Pacific
<b>Employment Basis:</b>	Casual, volunteer role (Approximately 5 – 10 hours per week).
<b>Start Date:</b>	Negotiable
<b>Term:</b>	A minimum of 1 year is expected
<b>Location:</b>	Anywhere with strong internet connection in the APAC region