

Chapter Communications 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 a motivated individual to take on the position of Communications Manager. This is a vital position on our APAC regional team, with the primary purpose of facilitating the flow of information 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. Please note this is a voluntary role.

Responsibilities

- Work with the APAC regional team to support chapters in the APAC region
- Mass distribution of news and announcements internally and managing social media pages)
- Assistance in the organization of communications around the annual Robogals SINE conference

Although this is a voluntary position, the successful candidate will have opportunities to gain project management and mentoring experience in an international organisation, 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 social media platforms
- Willingness to work in a virtual team environment
- Strong organisational and time management skills and the ability to manage multiple projects simultaneously
- Past experience as a chapter executive is beneficial but not required

Application Process

To apply please email Emily Lok (Regional Executive Officer, Robogals Asia Pacific) on 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

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:	Negotiable
Term:	A minimum of 1 year is expected
Location:	Anywhere with strong internet connection in the APAC region