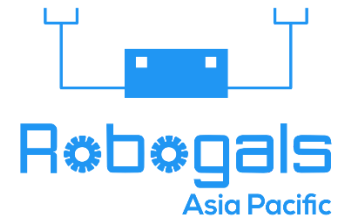


# Logistics Coordinator: Robogals APAC Initiatives Team



## 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 and gender diverse students in primary and secondary school. Since its inception in 2008, Robogals has inspired over 90,000 girls globally.

The APAC Initiatives Team is responsible for programs which engage students with Robogals beyond our initial workshops. Our main focus is the Science Challenge, an online competition for girls and gender diverse students aged 5 - 15, and its 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 assist with the planning and execution of the chapter-wide Science and Engineering Days, which play an integral part in the public engagement strategy for the Science Challenge.

The Logistics Coordinator will liaise with a designated executive member from various Robogals chapters, and will guide each of these representatives through the process of hosting a Science and Engineering Day, where students will have the opportunity to complete two Minor Challenges with their peers.

This role forms an important part of the Competition branch of the Science Challenge team. The Logistics Coordinator role will be responsible for ensuring that chapters are well-assisted in their preparations to host their local event. **Please note this is a voluntary role.**

## Responsibilities

- Designing, planning, and assisting with the running of the competition
- Guiding Robogals chapters to host a Science and Engineering Day in their region, which includes assisting chapter representatives in:
  - Securing a venue and catering for their event; Managing the event on Eventbrite; Managing registrations and signups; Understanding the workshop content to be presented.
- Competition organisation – collating and documenting resources relevant to role
- Competition impact: collating and analysing competition feedback and producing reports
  - Feedback from both internal (chapters) and external (attendee) sources.
- Ongoing liaison with partner organisations, schools and the Robogals community

- Anything else you believe 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 students' 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
- Proactiveness and the willingness to request guidance as needed
- Excellent communication skills and the ability to coordinate between geographically dispersed teams
- The following bonus skills will be looked upon favourably, but are not a requirement:
  - Previous experience in event management or scheduling

## 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 complete the following [Google Short Answer Form](#) and forward your **CV** (max. 2 pages) to [vrinda.gupta@robogals.org](mailto:vrinda.gupta@robogals.org).

Applications will close on the **11th of July, 2021**.

For more information regarding the role or organisation, or if you have any questions or concerns about the application process, please contact Vrinda Gupta (Incoming Project Director, Robogals Asia Pacific) on [vrinda.gupta@robogals.org](mailto:vrinda.gupta@robogals.org).

## Role Details

<b>Job Title:</b>	Robogals Science Challenge Logistics Coordinator (Initiatives).
<b>Reports To:</b>	Robogals Asia Pacific Project Director (Initiatives)
<b>Employment Basis:</b>	Part-time, volunteer role (Approximately 5 – 8 hours per week).
<b>Start Date:</b>	Within one month of the offer of the role.
<b>Term:</b>	A minimum of 1 year during the Science Challenge on-season (April-November), or most preferably 2 years.
<b>Location:</b>	Anywhere with strong internet connection in the APAC region