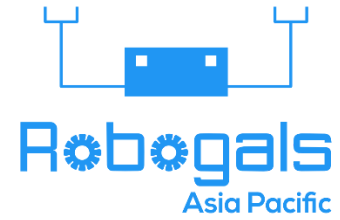


Deputy Project Director: Robogals APAC Initiatives Team



Robogals

Robogals is an international, not-for-profit organization 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 Asia-Pacific (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 global 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 in the management and operations of the Initiatives Team and its programs, which are growing in scale. The role will involve working closely with the current Project Director to develop team strategy, support members of the Initiatives Team, and 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 organization's values. Ideally, they also have the ability to coordinate a team, manage their time effectively, and communicate in a professional manner. Please note this is a voluntary role.

Responsibilities

- Assist in the management of the Initiatives Team - including tasking, running meetings, scheduling, budgeting, MailChimp campaigns and liaising with external parties
- Provide support and leadership to the Initiatives Team
- Work on the expansion and delivery of programs
- Collaborate with the other branches of the Robogals team to achieve mutually beneficial outcomes
- 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 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
- 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

Application Process

Applicants for this position will be reviewed based on their passion towards the organizational 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.

Applications will be accepted on a **rolling basis**.

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

Role Details

Job Title:	Robogals Asia-Pacific Deputy Project Director (Initiatives)
Reports To:	Robogals Asia-Pacific Project Director (Initiatives)
Direct Reports:	Assist Project Director with leading a team of 6-8 people.
Employment Basis:	Part-time, volunteer role (Approximately 5 – 8 hours per week).
Start Date:	Within one month of the offer of the role.
Term:	A minimum of 1 year, or most preferably 2 years.
Location:	Anywhere with strong internet connection in the APAC region.