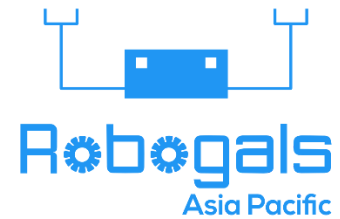


Communications Manager Robogals Asia Pacific



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 100,000 girls globally.

The Role

Robogals is currently seeking an individual to take on the role of APAC Communications Manager. The purpose of this role is to collate the content, prepare and distribute a monthly newsletter to all APAC chapter execs detailing updates from chapters, regional, global teams and any required notices.

The successful candidate will be an individual passionate about the Robogals mission who shares the organization's values, and has the ability to work within a geographically dispersed team, manage time effectively, and communicate professionally.

Responsibilities

- Develop illustrations, logos and other graphical designs for marketing purposes (using available software or by hand)
- Coordinate collating updates from chapters, regional team and global
- Prepare and distribute monthly newsletter
- Working with the APAC Team to run and develop any relevant Initiatives
- Working and collaborating with other teams within Robogals to deliver your accountabilities
- 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:

- Good time management skills and the ability to multitask
- Excellent written communication skills

- An engaging and professional communication style applicable across a variety of different media platforms
- Previous experience with or a demonstrated enthusiasm for graphic design and/or newsletter applications such as Canva or mailchimp
- Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop) is favourable but not required
- The ability to work within a virtual, geographically dispersed team

Application Process

To apply please email hannah.eichenbaum@robogals.org with the following:

- Cover letter which details your passion towards the Robogals mission, why you are interested in this role, and why you would be successful in this role (max. 1 page or can be in the body of the email)
- 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.

For more information regarding the role or organisation, please contact us at: hannah.eichenbaum@robogals.org

Applications will be accepted on a rolling basis.

Role Details

Job Title:	Robogals Asia-Pacific Communications Manager
Reports To:	Regional Executive Officer, Robogals Asia Pacific
Employment Basis:	Casual, volunteer role (Approximately 5 – 8 hours per month).
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.