

# Chapter Information Officer

## Robogals Asia Pacific



### 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 interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 100,000 girls globally.

### The Role

We are currently seeking a motivated individual to take on the position of Chapter Information Officer, Robogals Asia Pacific. The Chapter Information Officer is a new role with the primary purpose of implementing and maintaining documentation to support our chapters and Regional Mentors. As such, you will be working quite closely with the Regional Mentors, the Chapter Support Team Director and other APAC teams to carry out your roles. 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, communicate in a professional and engaging manner with a variety of people, and manage projects to support chapters. Please note this is a voluntary role.

### Responsibilities

- Scoping, defining and implementing resources related to chapters and Regional Mentors.
- Working with the Chapter Support Team and the greater APAC Regional team to develop new initiatives which further assist chapters.
- Working with other areas of the regional team on projects that affect chapters.

Although a voluntary position, the successful candidate will have opportunities to gain project management skills through implementing new initiatives, network with industry, 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
- Strategic thinking, forward planning, and initiative in supporting chapters
- Embodiment of Robogals values, and ability to mentor others to do the same
- Willingness to work in a virtual team environment
- Strong time management skills
- Past experience as a chapter executive/volunteer/committee member

## Application Process

To apply please email Chris Harris (Chapter Support Team Director, Robogals Asia Pacific) at [chris.harris@robogals.org](mailto:chris.harris@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 will close at **10pm AEDT Saturday the 31st of January 2026**.

## Role Details

<b>Job Title:</b>	Chapter Information Officer, Robogals Asia Pacific Initiatives Team
<b>Reports To:</b>	Initiatives Director, Robogals Asia Pacific
<b>Employment Basis:</b>	Casual, volunteer role (Approximately 5 – 10 hours per week).
<b>Start Date:</b>	As Soon As Possible
<b>Term:</b>	A minimum of 1 year is expected (within reason)
<b>Location:</b>	Anywhere with strong internet connection in the APAC region