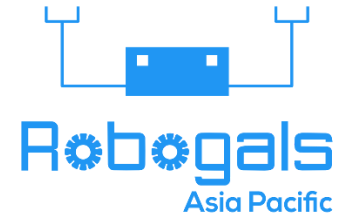


Internal Events Manager

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 **Internal Events Manager, Robogals Asia Pacific**. The Internal Events Manager is responsible for fostering engagement, connection, and team culture within the APAC Regional Team and wider chapter network through the coordination of internal events and engagement initiatives.

As Internal Events Manager, you will work closely with the Initiatives Director, Regional Team, and chapter members to plan and deliver a mix of social, engagement, and professional development events. This includes virtual team bonding activities, regional catch-ups, and online professional development sessions for both APAC team members and chapter volunteers.

The successful candidate will be passionate about the Robogals mission, share the organisation's values, and have the ability to take initiative, communicate enthusiastically with a variety of stakeholders, and organise engaging and inclusive online and in-person experiences.

Please note this is a voluntary role.

Responsibilities

- Plan and coordinate regular virtual team catch-ups for the APAC Regional Team.
- Organise social events (virtual and, where appropriate, in-person) to build team culture and connection.
- Design and deliver online professional development sessions for APAC team members and chapter members.
- Develop creative engagement initiatives that encourage collaboration across teams and chapters.
- Work with the Initiatives Director and Regional Team to schedule events across multiple time zones.
- Gather feedback from participants to improve future engagement and professional development activities.

- Support the planning of social and engagement components for regional meetings and the Robogals APAC annual volunteer conference.
- Maintain a calendar of internal events and ensure clear communication of event details.

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:

- Strong organisational and event planning skills
- Excellent communication and facilitation skills (virtual and written)
- Ability to engage and motivate diverse groups across different time zones
- Creative thinking in designing engaging online and social experiences
- Strong time management and ability to manage multiple events simultaneously
- Confidence working independently in a remote team environment
- Alignment with and commitment to Robogals values

Application Process

To apply please email Noelle Espino, Deputy Regional Executive Officer noelle.espino@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 Friday the 31st of July 2026.**

Role Details

Job Title:	Internal Events Manager,, Robogals Asia Pacific Initiatives Team
Reports To:	Initiatives Director, Robogals Asia Pacific
Employment Basis:	Casual, volunteer role (Approximately 2 – 4 hours per week).
Start Date:	As Soon As Possible
Term:	A minimum of 1 year is expected (within reason)

Location:

Anywhere with strong internet connection in the APAC region and availability for weeknight meetings from 7-9 PM AEST