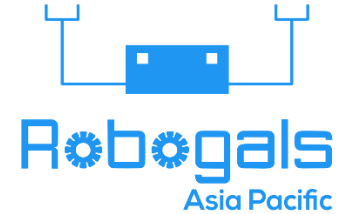


Secretary Robogals Asia Pacific



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 **APAC Secretary, Robogals Asia Pacific**. The APAC Secretary plays a key role in supporting the smooth operation of the regional team by ensuring accurate documentation, clear communication, and effective record-keeping across APAC activities.

In this role, you will be responsible for preparing agendas and minutes for meetings, tracking key decisions and action items, and maintaining organised records of regional discussions and outcomes. You will work closely with the Initiatives Director and APAC Regional Team to ensure information is clearly documented and easily accessible, supporting transparency and continuity across the region.

The successful candidate will be organised, detail-oriented, and able to communicate clearly and professionally, while working effectively in a remote team environment and upholding the values of Robogals.

Responsibilities

- Prepare agendas and minutes for APAC Regional Team meetings.
- Record and track key decisions, actions, and follow-ups from meetings.
- Maintain organised and accessible records of regional communications and documentation.
- Ensure important information is clearly documented and shared with relevant stakeholders.
- Assist Operations Support Officer and Chapter Information Officer in managing and creating resources and documentation as needed
- Assist in maintaining consistency and accuracy across meeting records and documentation.

Although a voluntary position, the successful candidate will gain experience in professional documentation, meeting coordination, and internal communications. They will also develop strong organisational and administrative skills while contributing to the effective functioning of an international nonprofit network. There may also be opportunities to network with industry and attend the Robogals APAC annual volunteer conference.

Skills Required

The successful candidate will require:

- Strong organisation and attention to detail
- Excellent written communication skills
- Ability to take clear and accurate meeting minutes
- Strong time management and reliability
- Ability to work independently in a remote team environment
- Professional and proactive communication style
- Alignment with 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:	Secretary, Robogals Asia Pacific 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