

INTERNSHIP OPPORTUNITY

10 Feb 2025

Job Title: **Programme Associate Intern**

Location: **Kuala Lumpur**

Terms: **3-6 months**

Allowance: **RM1,000 - RM1,500**

Start Date: **April - July**

About us:

Arus Academy is an education social enterprise specialising in creating high-quality education solutions for students and teachers in Malaysia. Arus is constantly searching for ways to make education more accessible and impactful through systemic and ground-up approaches. We advocate for five main literacy areas, which are STEAM education, financial literacy, media and information literacy, social and emotional learning, and global citizenship education. In our mission to empower today's problem solvers, we have student and teacher programmes nationwide and throughout the year.

Responsibilities:

- **Grow a purpose-driven community:** Build relationships and partnerships with community organizations, government agencies, policymakers, government officers, and groups in order to promote the organization and its programmes.
 - Develop and implement outreach strategies to engage with target communities.
 - Build and maintain relationships with community organizations, leaders, and stakeholders.
 - Coordinate events and activities to promote the organization and its programmes, collaborating with other departments and organizations as needed.
- **Practice high-quality programme logistics support:** Organize and coordinate the logistical details of programme events or initiatives, including planning and arranging transportation, accommodations, and event spaces.

- Plan and coordinate logistics for programme events or initiatives, including managing budgets and expenses.
- Collaborate with other teams and departments to ensure necessary resources are in place.
- Handle registration and enrollment processes and coordinate with vendors or service providers to secure necessary supplies or services.
- Handle programme post-event logistics and stakeholder engagement to ensure satisfactory experience from pre, post and during the event.
- **Deliver impactful student and teachers programmes**
 - Facilitate and conduct workshops for students and teachers.
 - Research and identify relevant topics and trends based on the project that you are assigned to.
 - Collaborate with subject matter experts to ensure the accuracy and relevance of content.

Key Measures of Success:

- Satisfaction level from event logistics feedback.
- Satisfaction level from multiple stakeholder engagements.
- Satisfaction level of beneficiaries through Net Promoter Score.
- Utilisation of event space.
- Timeliness of inventory record.
- Documentary of stakeholder management.
- Efficiency of project management strategy.
- Innovation of project approaches.

Key Results:

- All programmes organised received 30% and above Net Promoter Score.
- At least one new partnership is formed through organising various events.
- All inventory is well recorded and kept pre, during and post events.

Expected skills:

- **Research & summarising**
Able to conduct market research on successful educational or innovative outreach campaigns that are able to contribute to a sustainable movement and hence influence systemic change.
- **Organizational skills and attention to detail**
Able to coordinate human and in-kind resources to optimise operational efficiency.
- **Strong communication skills, both written and oral**
Able to write letter and emails, follow up and follow through stakeholders through messages and phone calls.
- **Cultural competency and sensitivity**
Able to understand, make and execute inclusive plans for cultural diversity.
- **Ability to build and maintain relationships**
Able to provide prompt responses and communicate compassionately and clearly.
- **Excellent interpersonal skills**
Able to connect to and model Arus's REACH values (Respect, Efficient, Adventurous, Collaborative, Honesty).
- **Resource & financial management**
Able to optimise programme delivery under budget.
- **Proficiency with computer programs and technologies**
Able to solve or seek for technological solutions based on needs.
- **Ability to work independently and as part of a team**
Able to manage own time, manage expectations and deliver based on deadlines.

Requirements:

- Have experience with planning, managing & coordinating resources.
- Have experience dealing with multiple stakeholders.
- Proficient in Google products such as Google Slides, Google Sheets, Google Classroom, Google Sites, Google Docs. Plus points for Wordpress and Canva skills.
- Must be able to commit to working from the KL office and travel independently between multiple work sites if needed.
- Must be keen to learn while doing.
- Proficient in verbal and written English & Bahasa Melayu. Working knowledge in vernacular languages is a bonus.