Community of Change-Oriented Leaders
Student Projects Coordinator

“The people who are crazy enough to think they can change the world, are the ones who do.”
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child's education and future should not be determined by his or her circumstances in life. Thousands of students don’t have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through the Teach For Malaysia Fellowship - a two-year leadership development programme. We've impacted over 150,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship, our growing network of Alumni are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

We are looking for champions to join our team in this movement of change, who share our vision, mission, and core values; Sense of Possibility, Excellence, Collaboration, and Integrity. All these are an important part of our culture, to ensure long-term, sustainable success, and realise our vision:

One day, all children in Malaysia will have the opportunity to attain an excellent education.

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us in our mission to end education inequity in Malaysia.
Role: Community of Change-Oriented Leaders, Student Projects Coordinator
Start Date: Immediate
Employment Type: Fixed Term, 1 Year Contract (renewable; based on project funding)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE
Our vision is for all children in Malaysia to be empowered to be leaders of their own learning, their future and future of Malaysia. TFM defines student leadership in four competencies that align with the Malaysian Education Blueprint, which are: Social Emotional Learning (SEL), Communication, Resilience, and Entrepreneurship.

As the student leadership team, we will focus on empowering Student Leadership and Student Voice in and outside of the classroom, and enabling students to drive locally-led community solutions through research and development of localised Student Leadership Development Framework and tools, training teachers and students in leadership development competencies, and support students to run community change initiatives.

MISSION FOR THE ROLE
The Student Projects Coordinator is responsible for ensuring the effective execution of our flagship student leadership projects, developing systems to measure the impact of these projects, and supporting the development of TFM’s student leadership strategy.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities for the role include, but is not limited to, the following:

Research and Facilitate delivery of the Student Leadership Strategy (SLS) to wider movement
- Update and improve current Student Leadership Framework
- Develop Student Leadership modules that will support students’ leadership development
- Work with Student Leadership team to review and revise the Strategy
- Build microsite for Student Leadership content to be published and available to the public
- Oversee the collection of progress updates and outcomes of SLS

Execute Student Leadership Programmes
- Coordinate Student Leadership Programmes (Student Leadership Camp, We Think Digital)
- Coordinate virtual workshops for more than 150 students
- Liaise with TFM Fellows, teachers, students, external stakeholders and volunteers
- Conduct virtual facilitator and volunteer training
- Oversee the collection of progress updates and outcomes of student projects

Elevate student voice in the hearts and minds of the public:
- Create opportunities for students to share their impact through the media
- Produce Impact Reports for the Student Leadership programme
- Collect stories and data to capture SL across movement
- Develop a database/platform to track students progress and their projects

KEY MEASURES OF SUCCESS
- Growth in Student Leadership competencies (SCoRE - Social Emotional, Communication, Resilience, Entrepreneurship) – Increase the percentage of students who develop leadership competencies during the Student Leadership Camp
- Foster sustainable impact – Increase the percentage of student projects that get executed after the Student Leadership Camp
REQUIRED COMPETENCIES

Role-Specific Competencies
- Excellent project management skills (Organizational skills, exceptional attention to detail)
- Basic knowledge of programme design
- Ability to develop strong relationships and partnership with external stakeholders, teachers, students and volunteers
- Clear and confident communicator

Years of experience & qualification
- Associate - Fresh graduates with strong leadership experience will be considered
- Senior Associate - At least 2 years working experience with students and projects (E.g. Led or participated on a camp committee, run workshops, or events) preferred
- Bachelor’s Degree preferred

Leadership Experience & Team Adaptability
- Ability to be adaptable in an entrepreneurial, fast-paced, achievement-oriented environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner

Language & Technical Proficiency
- Strong written and verbal skills and excellent proficiency in English and basic proficiency in Bahasa Malaysia
- Excellent proficiency in MS Word, Powerpoint and Excel
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Suites, Confluence, Salesforce, Zoom etc.)

Application
To apply, please email the following to careers@teachformalaysia.org:
(a) Your latest CV (with 2 referees listed)
(b) Answers to the following questions (not more than 300 words per question)
   1. Why does joining Teach For Malaysia excite you?
   2. What is your long term career goal? Please elaborate how joining Teach For Malaysia is a step towards achieving that.
   3. What are the three most important attributes or skills that you believe you would bring to our organization?
   4. What does student leadership mean to you?