Community Mobilisation
PPR Project 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 were born/live.

We recruit, train and support our country’s rising generation of leaders to teach in high-need schools across the nation, through our 2030 strategy consisting of 2 flagship programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. 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 and Program Duta Guru, our growing network of Alumni, education champions and supporters 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.

As we celebrate TFM’s 10-years of existence and impact, we are looking for champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity) - so that we are able to collectively work towards expanding our impact. Alignment to our vision, mission and values are integral to TFM’s culture, to ensure long-term, sustainable success and to realise our mission to:

Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential through quality 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 achieve our mission.
Role: Community Mobilisation, PPR Project Coordinator
Start Date: Immediate
Employment Type: Fixed Term, 6-months Contract
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE
TFM’s vision is for all children in Malaysia to be empowered to be leaders of their own learning, their future and the future of Malaysia. The PPR Project Coordinator is a role under the Community Mobilisation team that aims to mobilize leaders into the movement of education inequity.

Apart from directly creating an impact on students in the PPR communities, this role also supports and trains volunteer tutors in delivering quality workshops and tutoring programme to the students with the aim to achieve education equity.

MISSION FOR THE ROLE
The PPR Project Coordinator role aims to plan and execute the effective implementation and monitoring of the second year development of community impact programs such as our PPR community project and Kelas Kita collaboration with YTL Foundation.

A partnership with CIMB Foundation and YTL Foundation, this PPR Community Project aims to close the learning gaps amongst the B40 community and ensure the most underserved students have access to a supportive and engaged community that will champion their learning outside of the classroom. The aim is to do this by developing community readiness to support student learning through engagements with students and volunteers in at least 2 PPR communities in the Klang Valley.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

Project management
- Support and follow up on student participants recruitment
- Plan project activities such as leadership workshops and tutoring sessions
- Prepare project activities materials
- Coordinate logistical arrangements for project activities
- Implement project activities which take place on Saturdays (replacement leave available)

Community engagement
- Build and manage relationships with community stakeholders
- Plan and execute community leaders training
- Plan and conduct community engagement activities

Volunteer support and management
- Support in onboarding and managing volunteers
- Plan and conduct bi-weekly check-ins with volunteers
- Build and management relationships with volunteers

Monitoring, evaluation and reporting
- Monitor and collect impact data from the project
- Draft reports to present impact data collected
- Organise and participate in post-mortem meetings to discuss ways to improve project
KEY MEASURES OF SUCCESS
- **Project Management** – Effective project coordination and implementation to ensure all project deliverables are completed on time with great quality
- **Community engagement** - Effectively engage and build relationships with the community of PPR leaders and parents
- **Volunteer support and management** - Effectively plan and execute onboarding and training support for volunteer tutors
- **Monitoring and Evaluation** – Effectively develop and execute impact measurement frameworks including data collection and analysis

REQUIRED COMPETENCIES
- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity
- Passion for TFM’s mission, the education field, and developing people’s potential
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong desire to learn new things and grow professionally

**Role-Specific Competencies**
- **Must be able to work on Saturdays (replacement leave will be available)**
- Organizational skills, accuracy and attention to details
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritize tasks.
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment.
- Ability to develop strong relationships and partnerships with students, diverse individuals, external stakeholders and volunteers with good and clear communication skills.
- Excellent reasoning, problem-solving and process-based thinking skills.
- Must be able to travel independently between multiple work sites.

**Years of experience & qualification**
- Fresh graduates with experience in teaching or running tutoring classes or program will be considered
- Preferably has volunteering experiences in education-related fields
- Bachelor’s Degree preferred

**Leadership Experience & Team Adaptable**
- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic 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
- Able to build and maintain good relationships with internal and external stakeholders

**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

Please scan the following QR code or click on this link to submit your application through the application form.

Due to the volume of applications we receive, we apologise that we will not be able to respond to all applicants - only shortlisted candidates will be contacted.