



Community Mobilisation

Project Coordinator, Senior Associate

"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: Project Coordinator Senior Associate
Start Date: Immediate
Employment Type: Full-time, 1-Year Contract (Renewable)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

Teach for Malaysia is seeking a dedicated and proactive individual for the position of **Senior Associate**. The ideal candidate will be responsible for conceptualizing, organizing, and implementing educational community events. This role is crucial to our goal of fostering inclusive, engaging, and educational environments that inspire the larger Malaysian community.

MISSION FOR THE ROLE

A partnership with Yayasan Hasanah, The Education Recovery Tutoring Initiative (ERTI) 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 4 PPR communities in the Klang Valley.

In this pivotal role, the Senior Associate serves as the ERTI - Project Coordinator a role under the Community Mobilisation team that aims to mobilise leaders into the movement of education inequity. This role would oversee the effective implementation, monitoring and reporting of development of the ERTI - Tutoring Programme.

The Senior Associate will have comprehensive oversight of the planning, organization, and execution of the tutoring program. They will be the linchpin, ensuring alignment between Teach for Malaysia's strategic objectives and community learning outcomes. Beyond organizing, the individual will actively engage with the heart of the community, glean insights to shape future initiatives, and ensuring our events resonate deeply and meaningfully.

This role requires not only a logistical mind but also a passionate heart, as the Senior Associate champions our mission, bringing our vision to life through vibrant community events and interactive learning experiences.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for the role include but is not limited to the following:-

Community Engagement and Volunteer Management

- Recruit and train volunteers for tutoring students including using the selected platforms
- Able to engage volunteers to continuously manage their expectations of project timelines and deliverables for weekly tutoring
- Lead weekly operations of tutoring with the PPR communities that typically happen on the weekend (Saturday)
- Engage the community leaders and parents to ensure students attend weekly tutoring sessions

Monitoring, evaluation and reporting

- Monitor and collect impact data for each project consistently
- Able to analyze data in a meaningful manner and create breakthrough insights for further development or reporting on completed projects

- Create milestones and completion reports for each project to update the stakeholders involved

Programme Development and Implementation

- Do comprehensive research to ensure high-quality and relevant programme
- Continuous development of existing programmes for students on school-subject tutoring elements
- Work with various parties to implement the programme

KEY MEASURES OF SUCCESS

- Successful and smooth project management and implementation of ERTI programme in PPR communities
- Positive stakeholder engagement and feedback from funders, PPR community and volunteer tutors on the programme
- Achieved the desired outcome of student improvement through strong attendance, retention and high quality tutoring outputs

REQUIRED COMPETENCIES

- 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

- Excellent organizational skills, accuracy and exceptional attention to detail. 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.
- Strong ability to track and analyze data to monitor progress or report impact.
- Good budget and cost management skills.
- Must be able to travel independently between multiple work sites.
- Able to work 1 day on the weekend (typically Saturday) for programme implementation (working days would be Tuesday to Saturday).
- Passion for Teach For Malaysia's mission and the education field.

Years of experience & qualification

- At least 2 years experience in organising and facilitating community events or related activities.
- Bachelor's degree in any field. Preferences for education, social sciences or related fields

Leadership Experience & Team Adaptability

- 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
- Strong desire to learn new things and grow professionally.

Language & Technical Proficiency

- Strong written and verbal skills and excellent proficiency in Bahasa Malaysia and English
- 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.