



Community Mobilisation Operations 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: Operations Associate
Start Date: Immediate
Employment Type: Part-time Contract, 6 Months (Renewable)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

Teach for Malaysia is seeking a dedicated and proactive individual for the position of **Operations Associate**. The primary objective of the Operations Associate for the Education Recovery Tutoring Initiative (ERTI) is to effectively manage and enhance the operational aspects of the project, ensuring its successful implementation and impact within the B40 community in the Klang Valley. This role involves close collaboration with community leaders, volunteers, and partner organizations to facilitate and improve educational support for underserved students.

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.

DUTIES AND RESPONSIBILITIES

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

Project Management:

- **Attendance Monitoring and Follow-up:** Ensure regular attendance of students and Volunteer Tutors (VTs), coordinating with community leaders and the Adult team for any absences.
- **Feedback Review:** Analyze feedback and reflections from VTs' sessions.
- **Community Engagement:** Develop and maintain relationships with PPR Lembah Subang and organize community engagement activities.
- **Volunteer Management:** Assist in the onboarding and management of volunteers, conduct weekly training, and build strong relationships with them.
- **Impact Monitoring and Reporting:** Monitor the project's impact data, create reports to showcase this data, and participate in post-mortem meetings for project improvement.

Community Leader's Management:

- **Communication and Coordination:** Remind students and parents about sessions, and coordinate logistics and refreshments.
- **On-Site Responsibilities:** Station at least one leader at each session for child protection and safety, assist volunteer coordinators and VTs in problem-solving
- **Maintenance and Feedback:** Ensure spaces are prepped before sessions and cleaned after sessions and provide feedback to the team where necessary.

KEY MEASURES OF SUCCESS

- Successful and smooth project management and implementation of ERTI programme in PPR communities
- Positive stakeholder engagement and feedback from PPR community and volunteer tutors on the programme

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 organisational skills, accuracy and exceptional attention to detail.
- Proactive self-starter with the ability to manage multiple work streams, 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.
- 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 2 weekdays + 1 weekend).
- Passion for Teach For Malaysia's mission and the education field.

Years of experience & qualification

- At least 1-year experience in organising and facilitating community events or related activities.
- Bachelor's degree in any field. Preferences for education, social sciences or related fields
- Fresh graduates are encouraged to apply

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.