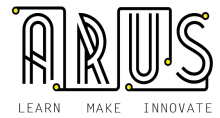


INTERNSHIP OPPORTUNITY

Arus Education Sdn. Bhd.



About:

Arus Academy is a multi-award winning social enterprise that empowers today's problem solvers through engaging and exciting experiential learning adventures to inspire them to create a brighter future for all. There are a few opportunities in the form of projects and pillars (similar to department) within Arus in which interns can be a part of in order to achieve the mission Arus has set in empowering others through education.

Start date: Immediately, Feb 2021

Position: Intern

Duration: 3 - 6 months (with opportunity for a yearly contract position)

Location: Remotely

Remuneration: RM600 - RM1,200

Job description:

As an Arus' intern, you will be working closely with 1-2 Arus' projects that run across more than 1 pillar in Arus. Tasks are as following but not limited to:

Project Management:

- Assisting with virtual events' logistical planning and execution (workshops, care packages, tech support, communications)
- Facilitating during live workshops
- Assisting with translation of documents and resources for Participants
- Upload and arrange content created into digital formats on the platforms that we work on (e.g. Google sites, Google Classroom, Canvas etc)
- Maintaining regular and professional interactions with Participants on all communication platforms (eg. Telegram, social media ,email, etc.)
- Assist in designing communication plans for projects on social media.

Stakeholder engagement:

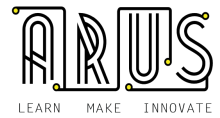
- Coordinate workshops/meetings/communications with stakeholders.
- Leading initiatives to build relationships with stakeholders and beneficiaries (e.g. designing processes and procedures for participants, organising social events for Participants, etc.)
- Identifying potential partnerships and collaborations with key stakeholders that could benefit the programme delivery (eg. departments within MOE, NGOs, vendors, etc.)

Research & reporting:

- Explore the latest pedagogy and teaching strategies for remote learning.
- Creating learning and progress report to be presented to external stakeholders
- Creating dashboards using Data Studio

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- Carrying out simple data analysis (e.g. survey results)
- Exploring new learning tools for training purposes (e.g. Zoom, Google for Education, telegram bot etc.)

Knowledge management:

- Responsible in note-taking and preparing meeting minutes
- carrying out data entry

Interest/skills:

- Interested in reimagining education especially for remote teaching and learning.
- Interested in learning new skills/ Have tech skills like programming, Google For Education products
- Interested in introducing new concepts to students like design thinking, Sustainable Development Goals, Global citizenships, financial literacy, media literacy through educational programs.
- Interested in strategizing how to improve students' learning experiences.
- Interested in doing research on different pedagogy and innovative approaches with students.
- Excellent organisational skills and able to prioritise
- Strong attention to detail
- Able to work independently
- Desire to work with external stakeholders in public and private sectors
- Strong relationship building skills
- Excellent proficiency in both English and Malay Language (written and verbal)
- Good communication skills
- Strong research skills
- Passionate about teaching and creating meaningful learning experiences.

How can you apply?

Please answer the following questions and submit it together with your CV (both in PDF files), email to hr@arusacademy.org.my

1. Why do you want to intern with Arus Academy?
2. What do you expect to gain from this internship? (e.g. skills, knowledge, example of exposure and experience)
3. Indicate your earliest start and end dates/period you are available (if unsure at this point)
4. Indicate your current age as per birth date (to ensure that we comply to the Children and Young Persons (Employment) Act 1966)