

## JOB OPPORTUNITY

21st February 2022

Job Title: **Program Associate**

Location: **Chow Kit, KL**

Terms: **1 year, contract**

Salary: **RM2500 - RM3200 (depending on experience)**

Start Date: **immediately**

About us:

Arus Academy is an education social enterprise specialising in creating high quality programs for students and teachers in Malaysia. One of our key programs this year is a holistic enrichment program, where we teach and inspire students to become global citizens and more financially literate to create a better future for all.

About the role:

As a program associate, you will be expected to help in developing strategies and materials for in-person and/or virtual engagements to deliver the enrichment program in a meaningful and engaging way to the students we work with.

Responsibilities:

- Coordinate and support the recruitment of students for the program.
- Co-create / Review / Personalise/ Improve lesson plans / activities for the enrichment program through research and testing of best practices to engage with students.
- Assist in creating lesson materials for classes throughout the program.
- Facilitate classes throughout the program.
- Provide logistical and communications support for classes throughout the programs.
- Provide administrative support for the program.

Who are we looking for:

- Passionate about money, money management and personal finance.
- Passionate about global issues including the UN Sustainable Development Goals.
- Interested to work with students. Plus point for prior experience teaching/volunteering in education.

- Proficient in Google products such as Google Slides, Google Sheets, Google Classroom, Google Sites, Google Doc. Plus points for Canva skills and other educational teaching tools.
- Self-driven and able to work independently.
- Strong communication skills and willingness to learn.
- Proficient in verbal and written English & Bahasa Melayu.
- Must be able to travel independently for on-site classes.
- Strong desire to learn new things and grow professionally.
- Commitment to the belief that every student deserves quality & meaningful education.

To Apply:

- Send us an email to introduce yourself and include a short paragraph on why you would be a good fit for the role described above. If you have previous teaching/volunteering experience, you may also share some classes you have conducted. We look forward to hearing from you!
- Email all these to: [enquiry@arusacademy.org.my](mailto:enquiry@arusacademy.org.my) AND [felicia.yoon@arusacademy.org.my](mailto:felicia.yoon@arusacademy.org.my)