



Note: Only short-listed candidates will be contacted.

Job Vacancy Announcement - Community Engagement Associate (Remote)

Myanmar Youth Empowerment Opportunities (MYEO) is, an impact-oriented edutech firm, founded to accelerate Myanmar's next generation youths with relevant 21st century skills and transformative learning opportunities through an affordable mobile-based online learning platform that increases youth employability and paves the way for a high-skilled workforce for organizations in Myanmar. Our mission is to equip all of Myanmar's new graduates with the skills to be valuable members of the Myanmar work system and community.

Our Culture Code - We are a mission-driven team with high levels of execution and value ideas over egos or other nuances. Our team is agile, dynamic, innovative, young, fun and diverse with remote work culture in our DNA. We do not tolerate any form of discrimination and strive for equality and individual freedom through skills empowerment across Myanmar.

About This Role - You are responsible for coordinating a robust community engagement for MYEO, with a particular focus on building relationships with volunteers, local community partners and service providers. You will work closely with the Marketing, Education and Tech departments to assist in the overall coordination of services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

SPECIFIC DUTIES & RESPONSIBILITIES

- Defining the storytelling framework for MYEO, a coherent and compelling baseline story to drive engagement and sales for MYEO services
- Secure an agile and high-quality content production process, both for Marketing and Education purposes
- Review all content produced by the content production team, making sure all that is published is flawless and coherent with MYEO's story
- Manage the pipeline of tasks of visual content creators and creative writers, securing high productivity, without burden the team
- Being the entry-point for all content production requests in MYEO, from all teams: Education, Marketing, Tech and Management
- Cultivate and maintain strong relationships with community partners, local organizations, and stakeholders
- Develop and implement outreach strategies to connect with diverse segments of the community

- Create a database of community contacts and maintain records of interactions for future reference and follow-up
- Act as a liaison between the organization and community members, ensuring their voices are heard and concerns addressed
- Conduct surveys, interviews and feedback sessions to gather marketing intelligence for the organization
- Maintain a strong online presence and respond to community inquiries and feedback
- Initiate follow-up conversations with individuals who express their interests in participating in organization's activities through various communication channels
- Collect and analyze data related to community engagement efforts to measure impact and identify areas for improvement
- Collaborate closely with cross-functional teams to ensure alignment of community engagement efforts

QUALIFICATIONS & REQUIREMENTS

- 1-2 years of Community Engagement or similar role
- Excellent communication of written and verbal in Burmese and English to build good relationships with clients at all levels
- Ability to hand multiple projects concurrently and meet the deadlines
- Excellent problem solving skills to resolve issues arise from cross teams or related sites
- Basic understanding of business concept and processing
- Proven ability to lead and demonstrate strong sense of ownership
- Strong organizational and project management skills
- Proficient in utilizing of Digital Tools (G-Suites, Microsoft, Zoom)
- Able to communicate effectively and work productively with Remote team
- Able to work in fast-paced environment and has affinity for personal growth through self-learning and self-care
- Passionate about the education and economic empowerment of youths in Myanmar

Equal Opportunity Employer

MYEO is an equal opportunity employer. MYEO does not discriminate against any applicant for employment on any basis including, but not limited to: race, religion, sexual orientation, gender identity, age, disability, and marital status. MYEO welcomes and encourages candidates from underrepresented communities to join the team.

Interested candidates are welcome to submit Curriculum Vitae (CV) and Motivation Letter to the following contact.

Email: hr@mymyeo.com