



Job Description: Public Outreach & Education Assistant

Starting date: As soon as possible

Contract: 1 Year (renewable)

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary restoration and placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanisation, we endeavour to ensure that our cities are places with cultural identity and that they are livable, inclusive and sustainable. In this regard, we specialise in preserving heritage, improving public spaces, and organising cultural and social activities that connect people to places.

Founded in early 2017, our firm brings together skills in research, participatory design, heritage restoration & construction, as well as cultural programming. Critical to our approach are heritage building owners and neighbourhood residents, with whom we work closely in making explicit the value and potential of existing historical, cultural, social and natural assets in the city. We consider these owners and residents to be the central agents in our design processes in order to ensure local ownership and impact for long-term project sustainability.

Vision: Collectively, we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: Doh Eain preserves heritage, improves public spaces and organises activities that connect people with places, employing a user-centred, participatory approach. In doing this, we aim to inspire and enable people to participate in re-shaping their city while retaining cultural heritage.

Principles: The principles which inform and shape our work help us select and shape projects, making sure we select and design them so that we achieve our desired impacts. These principles are: Participatory, Asset-based, Inclusive, Environmentally Sustainable, Financially Sustainable and Contributing to the Livelihoods.

Doh Eain is registered in Singapore (our Holding), has a subsidiary in Myanmar, and is in the process of setting up in Georgia and the Philippines, where we have recently started building new in-country teams. We rely on and apply a diversified set of financing methods, working with clients, loans, and grants on commercial and charitable projects.

Public Outreach and Education (POE)

POE department manages educational programs, outreach activities and events to strengthen the public’s engagement with public places and participation in sustainable urban development.

Young City Shapers (YCS)

YCS is an education and capacity-building program dedicated to helping young people navigate their 20s and create better urban futures. It supports 16-35-year-olds in progressing professionally and

academically, securing employment, and improving their learning in active citizenship through the themes of cities.

The program offers thematic courses such as sustainable mobility, mental health and cities, youth leadership and cities, and placemaking. Following a series of training, participants are invited to apply what they have learned through a capstone project. The capstone projects help catalyse action and move the learning and impact of the program outside of the classroom. The network currently has over 6,000 young people.

Public Outreach and Education Assistant

The POE Assistant will be part of the Public Outreach and Education (POE) Department. He/she will report to the YCS and Outreach Coordinator.

Key Responsibilities:

The POE Assistant will be responsible for

Providing assistance to YCS and Outreach Coordinator (50%)

- support in the design and implementation of YCS-related projects and activities
- support in the planning, recruitment and management of YCS cohorts
- provide logistical support to trainers/lecturers for training delivery
- provide logistical support to YCS participants
- provide guidance and support in the implementation of capstone projects by YCS
- To assist in budget estimation, allocation, expenditure tracking, and reporting for YCS-related projects and activities

YCS product delivery and alumni engagement (25%)

- assist the Head of Department and Coordinator in YCS product development
- To provide logistical support for YCS-related activities, including annual YCS days, meetups and skill refreshers
- To assist in developing content and delivery of YCS comms material, including monthly YCS newsletters and social media posts (Facebook, Telegram, etc.)

Providing assistance to POE activities and events (25%)

- To attend POE/YCS team meetings and engage in one-on-one check-ins with the coordinator
- assist and provide support to the Events and Outreach Manager in events and outreach activities, including walking tours and impact days, as and when required
- provide support in Doh Eain events, including interpretation and translation, invitation and hosting

Key Skills:

- Fluent in Myanmar with good English skills
- Culturally savvy
- Excellent written & verbal communication, including hosting and public speaking

- Attention to detail and accuracy in record-keeping and data management
- Knowledge of Zoom and Google Workspace
- Willingness to work on weekends
- Flexibility and adaptability to changing priorities and requirements
- Ability to work effectively both independently and as part of a team

Key Qualifications & Required Experience:

- A bachelor's degree in education, development, social science, or a related field is preferred, along with some level of relevant experience. However, candidates without a completed degree are also welcome to apply.

Key Attributes:

- A passion for Yangon and urban and community development
- A confident and professional approach
- A high degree of attention to detail and accuracy
- Ability to effectively work under tight deadlines and manage projects independently
- Positive attitude with a willingness to learn and develop
- Resourcefulness in solving problems
- Efficient with available resources
- Ability to work in a small, young and dynamic team and be flexible according to overall needs

What do we offer:

This is an opportunity to work in a dynamic, interdisciplinary, and innovative organisation and share in our vision to make Yangon Asia's most livable urban place – environmentally, economically, socially and culturally. We work in a collaborative, team-oriented environment with opportunities to work on a wide variety of projects and topic areas, both individually and on project teams. Doh Eain is an equal opportunities employer and actively seeks to employ and retain a diverse, inclusive workforce. We will accommodate the special needs that any staff may require. There will be many opportunities for on-the-job training and participation in external training.

Terms of Employment:

- Full-time, salaried.
- 5 days a week.
- 3 months probationary period.

Interested candidates should send a CV, cover letter and salary expectations to talent@doheain.com by 30 April 2024.