



VACANCY ANNOUNCEMENT

Date: 4 July 2025

Title:	Facilitation Associate
Location:	Remote
Report To:	Education/ Training Manager
Duration:	12 months – with possibility of extension
Start Date:	As soon as possible

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 youths 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.

Objective of the Role: The Facilitation Associate plays a key role in supporting and delivering high-quality educational programs across virtual and in-person platforms. This position is responsible for assisting with live training sessions, leading basic classes, developing training materials, and ensuring smooth learning experiences for students. The facilitator will manage class operations, track learner progress, and act as a communication bridge between students, trainers, and internal teams.

Key responsibilities include recording attendance, checking and recording chatbot dashboard learning records, collecting student feedback, and preparing performance reports. The Junior Associate Facilitator will also coordinate with curriculum and content teams, assist in preparing learning events (webinars, bootcamps), and ensure the readiness of learning tools and environments. This role requires strong organizational, communication, and facilitation skills, with a proactive approach to learner engagement, class management, and continuous improvement of the learning experience.

KEY RESPONSIBILITIES:

Program Support & Facilitation

- Lead basic training sessions for students, ensuring delivery is interactive, inclusive, and aligned with curriculum objectives.



- Develop and update training slides, lesson plans and session materials based on standardized templates and content guidelines.
- Manage virtual or in-person classes effectively, ensuring participant engagement, time management, and adherence to learning outcomes.
- Support live sessions by assisting senior trainers and ensuring all materials and tools (e.g., Zoom, slides, classroom kits) are prepared in advance.
- Conduct student orientation calls and maintain a welcoming, supportive environment for learners.
- Assist in facilitating workshops, webinars, and bootcamps.
- Collaborate with MYEO facilitators to share facilitation strategies and classroom management insights.
- Calculate GPA and prepare certification

Learner Tracking & Data Recording

- Record and monitor student attendance, learning progress assignment submissions, and course progress through MYEO LMS Platform.
- Collect student feedback for internal reporting and course improvement.
- Maintain and update course documents including training materials, lesson plans and student handbooks.
- Record and report on learner performance and suggest areas for improvement.
- Report to technical and curriculum development team if there is error with learning progress records, certification process and issue with learning flows

Communication, Engagement & Support

- Act as a communication bridge between students and senior trainers to address questions and concerns.
- Manage chatbot flows to provide timely learner support and reminders.
- Coordinate with the Marketing team to communicate the application process, registration data and to provide success stories.
- Support line manager in responding to trainer needs, resolving training issues, and organizing teaching resources.
- Assist in managing logistics and operational tasks related to program delivery.
- Engage, facilitate and support students in telegram channels and zoom live session

COMPETENCES:

- **Communication:** Ability to express concerns, ideas clearly, listen and collaborate effectively.
- **Teamwork:** ability to collaborate effectively with others by sharing responsibilities, supporting teammates, and working toward a common goal.
- **Interpersonal skill:** ability to communicate, empathize, and collaborate effectively with others, fostering strong relationships and productive interactions.
- **Adaptability:** Adjusting to new situations and handling change with flexibility.



- **Flexibility:** Adjusting work habits and expectations as needed.

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's degree in Education, Social Sciences, or a related field. Undergraduate students with strong relevant experience in youth skills development training may also be considered.
- Previous experience as a facilitator, teaching assistant, tutor, or in a similar training support role is an advantage.
- Experience managing virtual or in-person learning sessions is desirable.
- Familiarity with using online learning platforms (LMS) and virtual meeting tools (e.g., Zoom) is preferred.
- Proficiency in digital tools: G-suits, Canva, Kahoot, menti, etc
- Comfortable using digital communication tools (Telegram, chatbots) and able to learn new systems quickly
- Committed to creating an engaging, inclusive, and supportive learning environment
- Able to work both independently and as part of a team.

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.

Qualified candidates are welcome to submit Curriculum Vitae (CV) and Motivation Letter to the following contact not later than 18-Jul-2025.

Email: hr@mymyeo.com

Note: Only short-listed candidates will be contacted.