



ASHOKA INNOVATORS FOR THE PUBLIC

Ashoka Philippines Venture Coordinator

About Ashoka

Ashoka is the largest network of social innovators in the world. With over 3,500 Ashoka fellows from more than 80 countries, Ashoka is able to create a space where social innovators can find community and sustainability. Through its global network of innovators, volunteers, schools, and organizations, Ashoka is able to help accelerate efforts toward positive change.

Launched in 2013, Ashoka Philippines aims to find and support social innovators in the country. An aspect of the search is to help build a culture that recognizes and cultivates social innovators. This entails widening its reach through volunteers and partnerships.

Coordinator Position Overview

Ashoka Philippines is seeking dynamic and innovative volunteers to join our team and take on the role of Venture Coordinator. This role offers an exciting leadership opportunity to work with the nation's leading changemakers, as well as engage with the largest international network of social entrepreneurs. You will have the opportunity to join a dynamic team and contribute your knowledge and experience in support of social innovators in the Philippines.

ASHOKA VENTURE COORDINATOR

Description:

The Ashoka Venture Coordinator is integral to our Fellow selection process. Ashoka's Venture and Fellowship program aims to find and support the world's leading social entrepreneurs by electing them into a global fellowship and empowering them to maximize their impact. The Venture Coordinator plays a key role in fostering the systems of support that are required to implement a successful search and select process for new Ashoka Fellows in the Philippines. This person will work closely with the Country Manager, Specialists, Programs Manager, and take the lead in managing the team of Venture interns.

Responsibilities:

- The Venture coordinator will focus primarily on venture selection and venture panel-associated tasks (planning, execution, and preparation for upcoming cycle)
- Coordinate tasks related to the fellow search/nomination research process, supervise and manage venture interns
- Conduct venture trainings, venture meetings, and managing the interns' weekly assignments
- Work in collaboration with the Team Coordinator to organize selection criteria for Venture Interns
- Work closely with Country Manager and Programs Manager in organizing the Venture Panels
- Handle specific logistical and administrative tasks in relation to the venture process, which includes keeping the Salesforce system updated

Criteria

- A diverse background in professional leadership roles, work experience in project management is an asset
- coordinators must be able to make a **minimum 6-month** commitment to the position
- Excellent organizational and time-management skills
- Strong discretion and capacity to handle sensitive information
- Comfortable engaging with diverse set of stakeholders
- Excellent written and verbal communication skills
- Willingness to travel
- Versatile, capable of handling diverse tasks
- Capacity to handle projects effectively in a fast-paced environment
- Experience with Salesforce Software
- An enthusiastic commitment to Ashoka's vision and understanding of the Fellow selection process

Position Type: Unpaid

How to Apply:

Applicants please send a CV and a cover letter, indicating which months you are interested in volunteering, to: philippines@ashoka.org