

Flying Labs Community Coordinator

6-month Internship

WeRobotics is an international not-for-profit organization that builds aid, health, development and environmental solutions by sustainably localizing emerging technologies. We do this through our global network of Flying Labs in Asia, Africa and Latin America, our dedicated Research & Development and our international consulting projects. WeRobotics is funded by the Rockefeller Foundation, Hewlett Foundation, AutoDesk Foundation, Atlassian Foundation, USAID, IADB, World Bank and others. Our executive leadership is based in both Switzerland and the USA.

Location: Remote (preference to applicants in Europe and American timezones)

Type of contract: Full-time 6 month internship

Job description

With our rapidly expanding Flying Labs network across Africa, South America, Asia and Oceania, the need for a more structured facilitation of our network is emerging. Knowing that Flying Labs are independent organizations, this facilitation is focused on learning how we can create more value for Flying Labs by learning from their individual experiences and sharing them throughout the global network. To bundle these learnings and needs, an easy-to-use and effective reporting and feedback system is needed, so is the personal interaction with the various Flying Labs to facilitate the community at large.

This newly created position will allow the Flying Labs Community Coordinator to create, adapt and implements tools and facilitation mechanisms and to learn together with the organization and the Flying Labs the most adapted way to facilitate for and between Flying Labs.

Key responsibilities

- On-board new Flying Labs
 - Add new Flying Labs to Slack, GDrive, Gmail, create new webpage
 - Manage new demands for Flying Labs
 - Help guide new demands through the existing application process
 - Help create and share administration and project management resources for new Flying Labs
- Create reporting system of Flying Labs activities
 - Create an easy-to use and effective tool to track (quantify and qualify) Flying Labs activities

- Test the tool with a limited number of Flying Labs to gather feedback and adapt for best use
 - Implement tool for all Flying Labs
- Evaluate and source opportunities for Flying Labs
 - Evaluate and qualify opportunities received
 - Identify most adapted Flying Labs or best solution in collaboration with Flying Labs
 - Set up reporting mechanism to track sourced opportunities and their outcome
- Facilitate community
 - Organize and help facilitate monthly regional calls with Flying Labs
 - Identify and implement ways of sharing communication more effectively between Flying Labs

Profile

- BA/MA studies in International Relations, Political Science, or affiliated studies
- First experiences with technology transfer or civilian use of drones a plus
- Excellent writing and communication skills in English and Spanish or French as a second language, additional languages a plus
- Strong cultural sensitivity and empathy to work with countries with diverse cultures, backgrounds and mindsets
- Self-starter, pro-active, passionate and rigorous
- Highly organized and open communicator to be able to integrate and feel at home with our digital organization (no office, remote working)
- Access to good internet (as this is a remote working position and asks for frequent Skype calling and communication over Email and Slack)

Please send your complete application, including Cover letter and CV, to hr@werobotics.org. Should you not hear back from us in within 15 days, please consider that you haven't been successful at this time.