WeRobotics is a not-for-profit organization dedicated to shifting power to local experts in the “Technology for Good” space. We do this by co-creating the Flying Labs Network with local experts across Africa, Asia, Latin America and beyond. Flying Labs are independent knowledge hubs run by local experts who use appropriate robotics solutions to accelerate humanitarian, public health, development and environmental efforts. Flying Labs are operational in 30+ countries and the network continues to grow organically.

We have an exciting opportunity to be part of the WeRobotics’ core team as a

**Community Coordinator Intern**

who will work with Flying Labs and the Community Coordination team on a daily basis. The team is responsible for onboarding new Flying Labs, supporting Flying Labs in their communication and branding efforts (web pages, blog posts, webinars, social media, etc.), sharing opportunities and most importantly help producing and disseminating knowledge and know-how through dedicated channels across a growing network including over 220 members across 30+ countries.

This learning opportunity allows the intern to step foot in an international not-for-profit, gain valuable experience on network coordination and facilitation and take part in process improvement cycles working alongside a dedicated and fun team spread across the globe. You will strengthen your communication, storytelling and project management skills all the while learning how local Flying Labs make an impact applying leadership, entrepreneurship and technology to solve social challenges. And yes, **Flying Labs Really Are Different**.

We are looking for an intern based in Africa, Asia or Latin America who:

- Is a strong communicator, including in interpersonal communication, at ease with different cultures and communication styles;
- Is highly organized, proactive, takes initiatives and has an entrepreneurial mindset;
- Has project management skills;
- Native or bilingual proficiency - English/French or English/Spanish;
- Is at ease with Google Suite (Docs, Sheets, Drive, etc.). Experience with using Slack and Zoom is a plus;
- Loves working with people from diverse places and cultures;
- Has skills in written storytelling and social media as a plus;
- Is equipped to work remotely.

**Location:** Remote; reliable Internet connectivity and quiet work space required.

**Contract:** Full time paid internship for a duration of 6 months.
Roles and Accountabilities include:

Coordination & Knowledge Sharing
- Gain an understanding of the Flying Labs network framework and apply it in your daily work with Flying Labs.
- Schedule and attend individual check-in calls and regional calls with Flying Labs alongside community coordinators and other WeRobotics staff.
- Support the onboarding of new Flying Labs and their team members across all tools and channels.
- Prepare written communications and announcements to be shared through email, Slack and our internal knowledge sharing platform.
- Contribute to content on our internal knowledge sharing platform for Flying Labs.

Communication
- Support Flying Labs to create engaging communication material and storytelling through blog posts, social media posts, promotion material and more by working closely with WeRobotics’ communication experts (written and visual).
- Help translate or proofread blog posts in French or Spanish before publication.
- Help Flying Labs create and use social media accounts as per network guidelines.
- Provide technical support for Flying Labs public webinars and maintain records on webinar lists.

M&E system support
- Support quarterly Monitoring & Evaluation efforts through data collection and record keeping to help consolidate our WeRobotics and Flying Labs impact pages.
- Engage with Flying Labs for the creation of project and training use cases used to promote their work across donors and partners and share knowledge with their Flying Labs peers.

To apply for this internship, please email a motivation letter, CV, references and relevant examples to: humans@werobotics.org until August 31, 2021 latest. Applicants are encouraged to apply early. The selected candidate will start the internship as of October 2021.

WeRobotics is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and need.