

About Villgro

Villgro Philippines is an early-stage impact incubator and investor. We inspire, fund, mentor and nurture early-stage enterprises that are building innovative solutions to impact the lives of the poor. We partner with like-minded foundations, companies, and governments to create and launch initiatives that connect those working to create sustainable and inclusive solutions and help them scale up. We believe in deep collaborations to build a robust ecosystem for enterprises in the Philippines and Southeast Asia.

The Villgro team is close knit - we are deeply committed to the entrepreneurs we support. Everyone on our team is passionate and driven to contribute to lasting social and environmental impact. Each member of the team plays an important role in the Villgro ecosystem. And we want everyone to grow both personally and professionally. We are looking for individuals who are open minded and energetic to take on the challenges of building an inclusive impact ecosystem.

Community Engagement Associate (Full-time)

The Community Engagement Associate will lead organizing and delivering virtual events and activities under Villgro's innovation acceleration programs. The associate will take responsibility for engaging stakeholders from diverse groups across Villgro's multiple programs, keeping the conversation and momentum going for these virtual communities on chosen platforms. Managing these communities is crucial in Villgro's work of supporting entrepreneurs and partners to help scale their impact and lead the team to success (while having a lot of fun!).

Responsibilities:

- Lead conceptualization, facilitation of digital community strategy and implementation of events
- Build relationships with entrepreneurs, partners, mentors, and other program stakeholders
- Coordinate with Program Managers for activities and events
- Respond to queries, comments, and feedback from program stakeholders
- Assist in monitoring and reporting activities, as related to digital communities
- Provide engaging content for virtual community members and spark conversations to get going around key topics
- Write 1-2 blog posts per month
- Coordinate with communications team for content and strategy

Qualifications:

- Extrovert. Talking to people and engaging them in meaningful conversations doesn't tire you out. Your energy and enthusiasm is contagious and unmatched.
- Deep empathy. You understand your community members' needs and can respond in an authentic way rooted in action and purpose.
- At least 1 year of experience in digital events, community building, and program management and/or delivery. Fresh grads are welcome to apply.
- Bachelor's degree in communications, management, psychology, social sciences, or any related field
- Experience in handling virtual communities and events and knowledgeable in digital platforms for various activities
- Good grasp of social entrepreneurship and social innovation concepts
- Good project management skills and ability to handle multiple complex projects at once
- Effective oral and written communication skills and fluency in English and Filipino. Proficiency in local languages such as Cebuano, Ilocano, Waray, Kapampangan, Chavacano, etc a plus.
- Adept in Google Suite, Microsoft Office, and virtual conferencing tools
- Graphic design skills and proficiency in Adobe Creative Suite and Canva highly desirable.
- Purpose-driven independent worker and team player



Location and Schedule

You will work out of our designated offices in Makati City, Metro Manila. Our team is on remote work until quarantine is in place. The Villgro team has flexible work schedules, you pick your own work timings, work remotely as needed, but typically the team tries to match our schedules at least a few days a week to organize meetings, etc.

Compensation: Competitive salary, commensurate with experience

Application

Interested applicants may send their resume and cover letter to hello@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_CommunityEngagementAssociate** by **July 30**. We encourage applicants to be creative with their attachments - share with us who you are through a video, Tiktok, blog, or anything that will help us get to know you better.