

## 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.

### Program Associate (Full-time)

The Program Associate is proactively engaged in the implementation of Villgro's intensive programs. The associate will lead organizing and delivering virtual events and activities under several innovation acceleration programs. The associate will assist in supporting exceptional entrepreneurs and partners tackling the world's toughest problems, then help design and deliver incubation support that help scale their impact and lead the team to success (while having a lot of fun!).

#### Responsibilities:

- End to end project management and delivery of assigned programs, working closely with Program Managers and proactively engaging in projects to drive superior delivery of the programs you are assigned to.
- Coordinate with entrepreneurs, mentors, partners and maintain a positive and mutually beneficial relationship
- Support outreach, recruitment, and onboarding of impact enterprises and support mechanisms for various programs
- Support Program Managers in selection and coordination of enterprises: reviewing applications, interviews, due diligence, etc.
- Support in thought leadership events and activities to bring the impact ecosystem together
- Create and write briefs, presentations, and reports
- Collect and analyze data for program metrics and track program outcomes
- As a small team, we wear multiple hats and you should expect to support colleagues on specific activities when someone needs support or has an emergency.

#### Qualifications:

- At least 1 year of experience in enterprise development and/or program management or delivery. Fresh grads are welcome to apply.
- Bachelor's degree in business administration/management, development studies, social sciences, or any related field
- Deep understanding of social entrepreneurship and social innovation in the Philippines and Southeast Asia and open to learning new concepts, frameworks, and methodologies.
- 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](mailto:hello@villgrophilippines.org) with the subject line **LastName\_FirstName\_VillgroPH\_ProgramAssociate** 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.