

About Villgro Philippines

Villgro Philippines is a gender-smart incubator and investor. We inspire, fund, mentor, and nurture early-stage enterprises that are building innovative solutions to address the world's most pressing social and environmental issues. We partner with like-minded foundations, companies, and governments to launch initiatives that connect those working on the same problem and help them scale up. We believe in deep collaborations to build a robust, inclusive ecosystem in the Philippines and Southeast Asia.

Our team is made up of thinkers, doers, feminists, and gender equality champions. 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 change. 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.

Villgro Philippines is looking to hire a Program Associate with at least 2 years of experience to execute our impact strategy, manage the day-to-day operations of our entrepreneur support programs and build a community of social innovators. We are looking to fill multiple roles to manage different programs focused on addressing poverty, gender, and climate issues. We will also consider exceptional candidates who have just graduated.

Program Associate

The Program Associate role will focus on supporting Villgro Philippines' entrepreneurship support programs in the Philippines and Southeast Asia and building the depth of our community of social innovators. Your day-to-day will range from helping shape the strategy to delivering program activities. The role is full of autonomy and creativity, and we are looking for a self-starter who has experience in managing projects and building communities. In this role, you will work closely with Villgro's leadership team as you understand our work needs and build a range of solutions to help build both reach and depth of impact.

The associate will lead the organizing and delivering virtual and in-person 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 helps scale their impact and lead the team to success (while having a lot of fun!).

Responsibilities:

- Day-to-day project management and delivery of assigned programs, working closely with the Head of Venture Support and Partnerships and Program Manager(s), and proactively engaging in projects to drive superior delivery of the programs you are assigned to
- Coordinate with entrepreneurs, mentors, and 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:

Candidates interested in this role should have a deep motivation to contribute to our mission of solving the toughest problems of poverty, gender equality, and climate change through the power of entrepreneurs. We are looking for someone with:

- 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 COVID-19 impact is minimal. 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.

Justice, Equity, Diversity, and Inclusion

At Villgro Philippines, justice, equity, diversity, diversity, and inclusion (JEDI) are at the core of our work. We are intentional about ensuring that we welcome diverse perspectives and encourage ideas to be shared freely. Villgro Philippines is committed to JEDI, offering a respectful workplace free from discrimination and harassment. We do not make assessments on the basis of sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, marital status, citizen status, or any other protected classification. Our mission is to help build an inclusive and equitable ecosystem for entrepreneurship. We believe we will do that better if our team members come from different backgrounds and we create an environment of inclusion and diversity, a safe space to be yourself. The more inclusive we are, the better our work will be. Creating a culture of JEDI isn't just the right thing to do, it's the smart thing.

Compensation: Competitive salary, commensurate with experience

How to Apply

Interested applicants may send their resume, portfolio, and cover letter to hello@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_ProgramAssociate**. 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.