



About the Organisation

Edvolution is a social enterprise that works closely with the Ministry of Education and corporate partners to transform the education landscape through data-driven solutions. Our mission is to mobilise transformative leaders, competent educators and effective community builders to bring about lasting improvement to Malaysia's education system.

In our flagship school transformation programme, we coach and support education officers (*pegawai PPD & JPN*) to drive strategic, community-centred initiatives that address educational issues affecting vulnerable students. Since 2017, we have provided training to 80 education officers, who in turn have mentored over 560 school leaders and 1,400 teachers in 140 schools nationwide, to impact roughly 42,000 students. As a social enterprise, we also work with corporate clients, and reinvest our profits into community projects to benefit students, parents, and teachers.

As a diverse team of passionate changemakers, we are always looking for growth-oriented, purpose-driven individuals to join our team — to grow and lead change within society whether in small or big ways!

Our Core Values

- **Collaboration** — We build effective, professional relationships within and across sectors.
- **Humility** — We demonstrate integrity, respect and a strong team spirit in our work.
- **Empowerment** — We create opportunities to empower others to reach their best potential.
- **Excellence** — We envision and strive for ambitious change in the systems and communities we engage.
- **Resilience** — We adapt to change and stay informed of the latest findings and methods for education.

Interning at Edvolution

We are looking for interns who are passionate about our mission and our work. As basic requirements, we expect our interns to:

- Possess an **SPM/ O-level qualification or higher**; or be able to demonstrate equivalent competency
- Be available full-time, i.e. **Mondays to Fridays, 8.30am-5.30pm**.
- Be able to commit to a minimum of **3 consecutive months'** internship
- Possess a **PC / laptop and a smartphone**, with stable internet connection.

In return, we offer competitive monthly allowances for pre-university, undergraduate and graduate interns, in addition to the following benefits:

- **Hybrid or remote working arrangements** (subject to discussion)
- **Flexibility to gain experience** working in multiple teams (subject to discussion)
- Participation in **staff professional development sessions**

We also strongly encourage interns to bring their personal passions and interests to their role, to share and learn with one another.

How do I apply?

1. Please complete the application form at <https://surveymonkey.com/r/EEApplication>.
2. Once you have completed the form, send an email to careers@myedvolution.com to inform the recruitment team.

Available Internship Roles

A. Brand & Marketing

You'll be working to get the word out about Edvolution Enterprise: our mission, our programmes, and our impact. A Brand & Marketing intern can expect to gain professional experience in various areas, such as:

- **Content Creation:** For Edvolution's social media platforms, blog and website (e.g. copywriting, photography and photo-editing, graphic design, video creation)
- **Curating the Brand Toolkit:** Producing fact sheets, templates, and supporting materials for common use
- **Website:** Design, management and analytics
- **Photography and Production:** Supporting with event coverage and (seasonal) coordinating photo-shoots
- **Media Engagement:** Pitching for media coverage of Edvolution

Requirements

- Excellent English and/or BM proficiency and attention to detail is important.
 - Experience in videography, graphic design, website design, photography, digital marketing or copywriting is greatly appreciated.
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B. Programmes

You'll be working to support the development and delivery of education and training programmes for students, teachers, schools, and system leaders. A Programmes intern can expect to gain professional experience in various areas, such as:

- **Programme Development:** Curating and creating digital and physical learning content as well as activities for students, teachers, school leaders, and system leaders.
- **Programme Delivery:** Coordinating and conducting various activities to build capacity and/or support learning for students, teachers, and schools..
- **Programme Monitoring & Evaluation:** Collecting and analyzing data, and reporting for growth as well as impact.
- **Programme Management:** Administrative tasks in managing programme logistics and coordination, and while also engaging various stakeholders to ensure buy-in and engagement with the programme.

Requirements

- Excellent English and/or BM proficiency and attention to detail is important.
- Strong interest in Malaysia's education landscape.
- Proficient in Microsoft Office and Google Tools.

C. Finance & Human Resources

You'll be working to support the organisation's operations in terms of managing finances and human resources. A Finance & Human Resources intern can expect to gain professional experience in various areas, such as:

- **Budgeting and Reporting:** Creating and managing the budgets, cash flows, accounts, and quarterly financial reporting.
- **Recruitment, Selection, and Performance Management:** All aspects of employee management, from planning and conducting recruitment drive, improving the selection process as well as the process for performance appraisal.
- **Processes and Procedures:** Creating and updating any relevant SOPs for Finance and Human Resources.
- **Administrative:** Upkeeping the digital and physical filing of organisational wide documentation.

Requirements

- Excellent English and/or BM proficiency, analytical and attention to detail is important.
- Knowledge of finance or human resources is an added advantage.
- Proficient in Microsoft Office and Google Tools.