



## Communications and Partnerships Intern

### **About Octava Foundation:**

Octava Foundation is a private grantmaker based in Singapore with the vision to empower children and youth, so they have equitable opportunities to excel and contribute to a better world, irrespective of their social economic background. Underpinning the vision, is the belief that education attainment and skills development are key levers in enabling intergenerational social mobility.

We specifically support organisations and programmes that:

- Enable learning attainment, skills development and or employability for underserved children and youth
- Have promise of impact and scale
- Strengthen the pillars of home, learning, and society

About the Project : We are partnering with MIT Solve to develop a prize (Octava Social Innovation Challenge ) to select and support innovative solutions, that are harnessing technology to solve for the equitable quality education in select Southeast Asian countries. The winning solutions/enterprises will be supported through a grant award and capacity building program to unlock their growth and scale potential.

Octava Team is seeking an enthusiastic individual to join us as Communications and Partnerships Intern to support this ambitious project.

### **Primary Responsibilities :**

Support the Director of regional programs on the Octava Social innovation Challenge currently being implemented in partnership with MIT Solve, focusing on EDTECH innovation and entrepreneurship in the region

Some specific activities will include :

- Maintaining stakeholders and partners database
- Developing promotional content, presentation material , for partnership related activities
- Supporting Communication plan implementation, ensuring timely dissemination of promotional content through online channels (website , LinkedIn ) , including content development and design adaptations.
- Conducting desk research to develop insights on various stakeholders in the EdTech and Education sector globally and in south east Asia
- Admin support related to regional grantees and partners
- Any ad-hoc duties assigned from time to time relating to the regional programs of the Foundation

The potential candidate must possess a keen interest in working with diverse stakeholders in education and EdTech sector in South East Asia . Motivated by purpose, and demonstrates nuances understanding of social justice , and keen to spend time in investigating issues , challenges and solutions in enabling equitable education for all children. Have some research or communications background or interest in education research and communications.

**Requisite skills :**

- Undergraduate or Graduate students pursuing a relevant field preferred (such as public policy, international development , business management , digital technology/ICT )
- Exceptional command of written and spoken English
- Intellectual curiosity, with highly analytical, organized and meticulous research skills
- Initiative and flexibility , and ability to handle confidential information with complete discretion
- Capacity to learn unfamiliar topics quickly and produce deliverables with occasionally ambiguous input
- Team player with transparent and effective communications, the ability to work well with people at all levels of an organization

**Learning Opportunities:**

This role offers a right candidate the opportunity to engage in the growing sector of education technologies , innovation in education and being part of the team that supports and enables changemakers to do more impactful work .

- Opportunity to learn and apply analytical skills
- Communication and content development
- Planning and management skills
- Administrative and project management skills
- And a unique opportunity to build your network with experts in the EdTech, education and impact investment space.

**Reporting to :** Director of regional programs and will need to co-ordinate activities with other team members from time to time.

**Application:** Please send your CV along with covering note detailing your motivations to apply for this role to [recruitment@octava.sg](mailto:recruitment@octava.sg).