



Building Teachers, Growing Leaders, Shaping Futures

Intern Job Description



The PEMIMPIN Team

About PEMIMPIN

At PEMIMPIN, we believe that teachers are central to unlocking every learner's potential and achieving the United Nations' Sustainable Development Goal (SDG) 4 for inclusive, equitable, and quality education for all. We do this by strengthening leadership in schools across Malaysia by focusing on teacher development and positioning teachers as essential leaders. Through our programs, we empower teachers with the skills, knowledge, and network needed to excel while elevating the teaching profession.

Our strategy unfolds in ascending levels of impact: scalable resources, personalised support, and systemic change. These lead to three key program pillars: Educational Technology, The Fellowships and Prize Initiatives, respectively. Since 2017, PEMIMPIN has indirectly impacted approximately 1.3 million students, contributing to closing education gaps and creating brighter futures for every child in Malaysia. To learn more about us, please view [our latest Impact Report](#) or one of the following platforms:

- [Website](#)
- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)
- [TikTok](#)

PEMIMPIN is also part of the Global School Leaders (GSL) network with partners in India, Indonesia, Philippines, Ghana, Brazil, Guatemala, Peru, Sierra Leone, Ghana, Nigeria, Afghanistan, Ethiopia, Uganda, and Kenya, working to strengthen leadership across schools in the Global South. For more information about GSL, please visit globalschoolleaders.org.



About the Internship Role

Role	: Internship
Start Date	: On a rolling basis
Employment Type	: Full Time
Location	: Kuala Lumpur, Malaysia

We are seeking dedicated and dynamic Interns to support the implementation of PEMIMPIN's core activities. This role requires a passionate, efficient and collaborative team member who has a passion in making a difference in Malaysia's education by supporting school leaders and teachers. This position is **full-time** and requires working in our Kuala Lumpur office at least three days per week. As an intern, you will support the team in ensuring smooth coordination and implementation. This role offers exposure to various aspects of program management, stakeholder engagement, and communications in education. The Interns will be assigned a reporting supervisor from their assigned team.

PEMIMPIN operates across the following teams:

1. **The Education Technology team** provides digital resources to accelerate teachers' knowledge sharing, skills building, and collaboration to enhance their classroom practices. We support teachers by providing a digital platform for them to share and learn pedagogical best practices from their peers. For more information on our Educational Technology pillar, please visit ladapplus.org.
2. **The Fellowships team** provides leadership training for school and middle leaders to strengthen the strategic direction, equity, and accountability within schools, ultimately driving student achievement. By equipping both levels of leadership with the necessary skills and knowledge, PEMIMPIN ensures that schools are well-led, cohesive, and positioned for sustained impact on student success.
3. **The Prize Initiatives team** amplifies teacher leadership by recognising and connecting educators who are driving meaningful change in their classrooms, schools, and communities. We create platforms for teachers to reflect on their practice and share their impact. For more information, visit malaysiateacherprize.org.
4. **The Strategic Communications team** plays a vital role in shaping and delivering impactful messaging that strengthens PEMIMPIN's brand and engages stakeholders to amplify our mission. By leveraging various communications channels such as social media, newsletters, and events, we enhance visibility, foster meaningful connections, and support the school leaders' and educators' growth across Malaysia.



Nurturing Leadership Through Internships

PEMIMPIN believes in **nurturing leadership from the very beginning of one's career**. To support this, all the teams listed above will offer interns **meaningful professional experience and guidance**. In the application, you are encouraged to indicate your **preferred team(s)**:

1. The Educational Technology team
2. The Fellowships team
3. The Prize Initiatives team
4. The Strategic Communications team

The following few pages outline the duties and responsibilities of an intern in each team. You are encouraged to review the internship descriptions prior to choosing a preferred team. Please note that **final placements are subjected to position availability, your background and prior experience, as well as alignment of skills**.



Option 1: Educational Technology

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Product Management

Work with the Educational Technology Team to:

- Support the planning and execution of product plans, events, and Info Sessions to ensure smooth operations and effective implementation.
- Coordinate the logistics and operations for both in-person and online events, including coordinating with vendors, managing event materials, and assisting with on-site or virtual setup.
- Conduct educational literature research to support the development of a session or module.
- Assist in preparing monitoring instruments, conducting data tracking and analysis, implementing basic reporting, and contributing to app development and user experience improvements to support the program's Monitoring, Evaluation, and Learning (MEL) efforts.
- Prepare documentation, reports, and presentation materials such as infographics to ensure consistent and professional presentation of app outcomes.
- Communicate and coordinate through online and offline communication with app users to ensure the app remains inclusive and user-friendly.
- Execute any assigned tasks by the Internship Manager(s).

Event and Stakeholder Management

Work with the Educational Technology Team to:

- Assist with planning and running events and Info Session by coordinating logistics and liaise with vendors in accordance with established standard procedures.
- Support basic financial tasks such as collecting receipts and documenting payments to ensure accurate record-keeping.
- Prepare clear and professional communication materials such as emails, slides, and messages to update and engage stakeholders, funders, and partners.
- Coordinate sessions with schools and stakeholders to support app-related activities and gather input for improvement.
- Execute any assigned tasks by the Internship Manager(s).



Marketing and Communications

Work with the Educational Technology Team to:

- Implement the social media calendar by creating, editing, and posting promotional content, such as posters, videos, and captions to showcase program progress and impact.
- Assist in communicating and coordinating with app users, teachers, partners, and the public to keep them engaged and informed about program updates through emails, social media and mobile communication.
- Support the preparation and editing of communication materials such as announcements and email blasts to ensure consistent and professional messaging to internal and external stakeholders.
- Execute any assigned tasks by the Internship Manager(s).



Option 2: Fellowships Pillar

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Program Implementation

Work with the Fellowships Team to:

- Support the delivery and facilitation of workshops and Professional Learning Communities (PLC) sessions for school leaders and middle leaders, including co-conducting energizers and brain breaks.
- Conduct educational literature research to support the development of training sessions.
- Coordinate logistics and operations for both in-person and online events, including coordinating with vendors, managing event materials, and assisting with on-site or virtual setup.
- Prepare documentation, reports, online modules and presentation slides that capture key feedback, program progress, and impact from meetings and discussions.
- Engage with teachers through online and offline communication and coordination to maintain active participation.
- Assist in preparing monitoring instruments, conducting data tracking and analysis and implementing basic reporting to support the program's Monitoring, Evaluation, and Learning (MEL) efforts.
- Execute any assigned tasks by Internship Manager(s).

Event and Stakeholder Engagement

Work with the Fellowships Team to:

- Assist with planning and running events and workshops by coordinating logistics and liaise with vendors in accordance with established standard procedures.
- Carry out basic financial tasks such as collecting receipts and documenting payments to ensure accurate record-keeping.
- Support in preparing formal communication materials for stakeholders, including the Ministry of Education, funders, partners, and participants to support successful event delivery.
- Execute any assigned tasks by Internship Manager(s).



Marketing and Communications

Work with the Fellowships Team to:

- Implement the social media calendar by creating, editing, and posting promotional content, such as posters, videos, and captions to showcase program progress and impact.
- Assist in communicating and coordinating with teachers, partners, and the public to keep them engaged and informed about program updates through emails, social media and mobile communication.
- Support the preparation and editing of communication materials such as announcements and email blasts to ensure consistent and professional messaging to internal and external stakeholders.
- Execute any assigned tasks by Internship Manager(s).



Option 3: Prize Initiatives

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Program Implementation

Work with the Prize Initiatives Team to:

- Support delivery and facilitation of events, informational sessions and workshops to ensure meaningful participation and clear communication of the Prize.
- Coordinate logistics and operations for both in-person and online events, including coordinating with vendors, managing event materials, and assisting with on-site or virtual setup.
- Engage with teachers through online, mail and in-person communication and coordination to maintain active participation.
- Prepare documentation, reports, and presentation slides to capture key feedback, program progress, and impact from meetings and discussions.
- Communicate and coordinate with partners, judges, and vendors to maintain active engagement with the Prize Initiatives.
- Assist in preparing monitoring instruments, conducting data tracking and analysis and implementing basic reporting to support the program's Monitoring, Evaluation, and Learning (MEL) efforts.
- Execute assigned tasks by the Internship Manager(s).

Event and Stakeholder Management

Work with the Prize Initiatives Team to:

- Assist with planning and running events, informational sessions, workshops and conferences by coordinating logistics and liaise with vendors in accordance with established standard procedures.
- Support basic financial tasks such as collecting receipts and documenting payments to ensure accurate record-keeping.
- Prepare emails, slides, messages, and formal communication materials to update and engage stakeholders, including the Ministry of Education, funders, partners, and participants.
- Execute any assigned tasks by the Internship Manager(s).



Marketing and Communications

Work with the Prize Initiatives Team to:

- Implement the social media calendar by creating, editing, and posting promotional content, such as posters, videos, and captions to showcase program progress and impact.
- Assist in communicating and coordinating with teachers, partners, and the public to keep them engaged and informed about program updates through emails, social media and mobile communication.
- Support preparation and editing of communication materials such as announcements and email blasts to ensure consistent and professional messaging to internal and external stakeholders.
- Execute any assigned tasks by the Internship Manager(s).



Option 4: Strategic Communications

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Organisational and Program Branding and Identity

Work with the Strategic Communications Team to:

- Showcase the organisation's work and identity by creating and preparing communication materials, including visuals, copywriting, and social media posts.
- Design visuals that ensure consistent branding by supporting the use of standardised visuals, language, and formats across all materials and platforms.
- Gather feedback and conduct surveys with key audiences to improve how the organisation's brand and programs are perceived.
- Monitor and track content performance on platforms such as social media to ensure consistent and effective communication of the organisation's identity.
- Collect data across the organisation, including all program pillars, to prepare communication materials, such as presentation slides, newsletters, etc
- Execute any assigned tasks by the Internship Manager(s).

Strategic and Integrated Communications

Work with the Strategic Communications Team to:

- Support communication efforts to increase visibility and share updates about the organisation and its programs.
- Plan and post engaging content across platforms such as social media and websites to maintain regular communication with audiences.
- Devise copywriting to ensure consistent and aligned messaging across all teams and programs to reinforce the organisation's strategic brand identity.
- Prepare engaging communication materials and create videos, graphics, and other visual content to highlight the organisation's impact.
- Engage with stakeholders such as partners, media, and alumni through planned communications to expand the organisation's reach.
- Execute any assigned tasks by the Internship Manager(s).



Stakeholder Management and Thought Leadership Amplification

Work with the Strategic Communications Team to:

- Share updates and provide support to teachers and other stakeholders through social media and other platforms to keep them informed and engaged.
- Assist in preparing materials to communicate with key partners, including the Ministry of Education, to strengthen collaboration and alignment.
- Respond to messages, collect feedback, and assist with inquiries or concerns to support a strong relationship with stakeholders.
- Update stakeholder lists to track communications, engagement, and partnership opportunities.
- Support the planning and execution of events, workshops, or sessions to engage stakeholders and promote thought leadership.
- Execute any assigned tasks by the Internship Manager(s).



Internship Application

Regardless of the team or pillar applied for, the following requirements are applicable to all internship roles. These competencies and considerations serve as the minimum criteria for prospective interns.

Required Competencies

- Passion for PEMIMPIN's mission and the movement, with a desire to operate within [PEMIMPIN's vision and values](#).
- Ability to communicate ideas effectively and critically, both verbally and in writing (Bahasa Melayu and English).
- Work collaboratively in a team environment to manage multiple tasks and is adaptable to working efficiently in a fast-paced, and deadline-driven environment.
- Ability to adapt content creatively for different media formats and platforms using technology and tools for program management, communication or content creation, such as Google Workspace, Canva and CapCut.
- Demonstrates strong interpersonal ability to coordinate with diverse stakeholders effectively to adapt to different audiences.

Who should consider the Intern role:

- Currently pursuing or recently completed tertiary studies in any field.
- Able to commit to a minimum internship duration of 2 months.
- Proven experience in organising events, programs or activities, including from co-curricular, volunteer or student-led initiatives.
- Prior experience as an educator, tutor, mentor or facilitator is highly desirable.
- Experience in multimedia content creation and media management is highly desirable.
- Interest or experience in monitoring data, data management, and analysis is highly desirable.

Application

To apply for this position, please fill in this application form: bit.ly/PEMIMPIN_Internship

For more information or any enquiries about the internship position, please email admin@pemimpingsl.org