

Role Title:	Logistics Officer
Reports to:	Philippine Co-Chair and Secretary
Role type:	Remote, Part-Time, Volunteer
Committee:	Workshop

About Us

The Legacy Program is a youth-led organisation founded on the belief that by working together, we can break down barriers to education. We have the resources, time, and experience to make a difference, but only when we unite. Legacy is now a growing international network empowering Filipino youth to support one another while actively addressing challenges in their communities and beyond.

Recognising that a lack of personal interest is one of the top three reasons students leave secondary education in the Philippines, we focus on creating supportive spaces within schools and communities. These spaces allow students to engage in discussions on various topics tailored to their unique interests. By maintaining an ongoing dialogue with teachers, learners, and academics, we implement diverse perspectives to cultivate student leaders.

Our approach is driven by in-house research and close partnerships with schools, enabling us to gain a nuanced understanding of each student's needs and to provide targeted, effective support. Ultimately, the Legacy Program fosters community-driven educational opportunities by offering scholarships and creating collaborative learning spaces.

Our team consists of members with Filipino heritage, working together to give back to their homeland. Our network celebrates Filipino achievements and excellence while raising awareness about pertinent issues we can all help solve together.

About the Role

We are seeking a detail-oriented and dependable Logistics Officer to coordinate and support the planning and delivery of workshops, events, and programs. The Logistics Officer will manage schedules, venues, materials, transportation, and operational needs to ensure activities run smoothly and efficiently.

Main Duties and Responsibilities

General:

- Make a commitment to attend monthly general assemblies and committee meetings to share insights, raise concerns, and provide constructive feedback in a respectful and supportive manner.
- Regularly update team leads on progress, challenges, and accomplishments related to assigned tasks. Ensure clear and consistent communication within the team.
- Complete tasks and deliverables as set by both yourself and your supervisor, ensuring timely communication if any challenges arise that might prevent task completion.
- Actively participate in and promote community fundraisers, events, and activities. Engage with and support the organization's social media posts to help raise awareness and increase the impact of our initiatives.

Key Responsibilities:

- Coordinate workshop details, from venue selection, team transportation, catering, and audiovisual requirements.
- Ensure all aspects of the event align with The Legacy Program's mission and objectives.
- Manage workshop budgets, tracking all expenses and ensuring they stay within allocated funds.
- Handle invoicing and payments related to event costs in collaboration with the finance team.
- Oversee the setup and breakdown of events, ensuring everything is in place and functioning as planned.
- Address any on-site issues promptly to ensure a seamless experience for attendees.
- Conduct post-event evaluations to assess success, gather feedback, and prepare detailed reports for future improvement.