



Title : Community Development Associate
Institution : Asosiasi Fintech Indonesia (AFTECH)
Employment Type : Full Time
Start Date : January 2021

About AFTECH

Established in 2016, AFTECH is an association for fintech start-ups, financial institutions, and technology companies in financial services industry. With vision and mission to support financial inclusion through digital financial services, AFTECH activities include policy advocacy, collaborative community development, literacy and education programs, as well as knowledge and intelligence initiative. In August 2019, AFTECH is formally appointed by the Financial Services Authority (*Otoritas Jasa Keuangan*) as the Association for Digital Finance Innovation (*Inovasi Keuangan Digital*). As of today, AFTECH has more than 360 fintech start-ups members, 24 financial institutions, as well as 6 technology partners.

For more detail: <https://fintech.id/>

Brief:

We are looking for an enthusiastic professional who can ensure effective and efficient operational of AFTECH daily activities and projects. Overall duties include engaging with AFTECH members onboarding process, database management, as well as other aspects of memberships and community development.

Job Descriptions:

- Managing AFTECH memberships and community development activities, including the onboarding process, membership management (particularly the delivery of membership benefits), as well as database management
- Opening and maintaining good communications with members and all relevant stakeholders
- Together with AFTECH Marketing & Communication team, developing and updating collaterals for members
- Supporting the delivery of marketing & communication activities for AFTECH members, including events
- Monitoring and managing the public/consumer inbox and collaborating with AFTECH policy team in following up
- Preparing quarterly report on AFTECH membership
- Managing administrative tasks related with the above tasks

To succeed in this role, you must meet the following requirements:

Requirements:

- Bachelor's Degree in Legal from reputable university (GPA min.3.0)
- Knowledge and/or experience in developing and organizing data management system (IT)
- Minimum working experience of 2 years
- Experience working in fintech or startups or business consultancy is a plus
- Good communication skills
- Fluent in English, both speaking and writing
- Enthusiastic and eager to learn
- Able and willing to work in a fast-paced environment
- Able to work independently and/or within a team in an efficient manner
- Pro-active attitude, trustworthy and high integrity

Please send your application letter and CV via email to mercy@fintech.id by **8 January 2021**.
