

BRAC Internship Description

Programme/Enterprise: BRAC Youth Platform, Skills Development Programme

Project/Unit: Amra Notun Network (Operations)

Duration: 3 Months

Application Deadline: 18 January 2021

Starting Date: 24 January 2021

Location: Work from home and 8th Floor, Kaderia Tower (opposite BRAC Centre)

Working Hours: 8:30 am to 5:00 pm (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC Youth Platform (BYP), currently anchored within the Skills Development Programme, is a new entity that was launched in April 2020, to synergise all the BRAC initiatives centering on youth and adolescents. Aligned with BRAC's strategic priority of investing in the next generation, we envision preparing the youth and adolescents for the ever-changing nature of life, citizenship and working in the 21st century. Hence, this platform will create an ecosystem of pathways to intervene across various transitioning points in the lives of youth.

Project/Unit Description

[Amra Notun Network \(ANN\)](#) is an inclusive youth platform to develop active, enlightened, skillful and empathetic citizens for tomorrow, through a comprehensive package of 21st century skills training and community service projects. With bases established in Dhaka, Khulna and Rangpur, we are scaling up to other districts across Bangladesh this year. To leverage the shift to digital methods in light of COVID-19, we are amidst launching an online platform, to become the future hub of 21st century skills and other training for youth across Bangladesh. Moreover, this platform will also develop trainers so a ripple effect can be achieved by reaching every corner of Bangladesh.

Additionally, the Young Responders' Troop is another intervention to amplify the impact and reach of young people during this pandemic. Whether as an individual or part of a group, through training of correct information and disaster preparedness practice/protocols, our Young Responders will become key local resources within their communities, through their contribution both online and offline.

Purpose of Internship (including learning outcomes)

This internship is designed to give them an experience of developing transformational experiences to serve the youth of Bangladesh, with a sense of ownership and responsibility. We will encourage them to challenge our assumptions about the people we serve, question our plans, and gain new perspectives, together. We will push them to become a proactive lifelong learner, and encourage them to experiment and fail rightly, by gaining insights from their

mistakes. We want them to push us to meet deadlines, help us get things done, and add a unique perspective to the team.

Intern's Responsibilities

- Designing and creating forms for recruitment, assessment and data collection
- Circulating documents and forms with among concerned stakeholders
- Assisting in maintaining and updating database of participants and stakeholders
- Managing and analysing of databases to create necessary reports
- Supporting in participant recruitment process
- Supporting in logistics for organisation and billing process of activities
- Supporting in participant engagement and process documentation
- Ad-hoc tasks as required by the department

Requirements

a) Educational Background

- Level: 3rd or 4th year undergraduate student or Bachelor's degree
- Subject: Any discipline from any reputable University from Bangladesh and Abroad.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- IT skills (MS Office, Google Suite, MIS and Google Sheets)
- Excellent in communication and relationship management
- Knowledge about ongoing national and global trends in work management tools
- An agile mindset and a team player with a 'can do' attitude
- Ability to prioritise under strict deadlines
- Strong discipline for producing better deliverables.
- Good creative ability
- Sincere commitment for 'doing good'

d) Work/Volunteering Experience:

Must have prior volunteer experience; any experience in communications, managing stakeholder communication, working in a multicultural environment, developing databases is referred but not mandatory.