

BRAC Internship Description

Programme/Enterprise: BRAC International

Department: Communications

Duration: 3 Months

Starting Date: 8 February 2022

Application Deadline: 1 February 2022

Location: 14th Floor, BRAC Centre, Dhaka / Work-From-Home also possible depending on situation

Office Working Hours: 9:00 am – 5.30 pm (Sunday - Thursday)

Monthly Stipend: BDT 5,000

Programme/Department Description:

BRAC International Communications team works with 10 countries across Asia and Africa, and with Affiliates in the UK and US. We work to promote, protect, and enhance BRAC's image actively through strategic communication. We ensure brand consistency, and foster innovation and synergy by facilitating an effective exchange of ideas and information, both internally and externally. We work to raise the global profile of BRAC and build a common platform where our mission, vision, and values can be shared across boundaries.

Learn more at: www.bracinternational.org

Purpose of Internship:

BRAC International Communications department is looking for an organised, creative, and motivated Intern. The intern will support in the development of communications materials that are well written, attractive, and propel interest and action. The ideal candidate is someone with exceptional writing, editing, and proofreading skills, a strong interest and background in communications, and curiosity or experience in the development sector. The internship opportunity will build her/his communications skills through hands on experience with many different areas of the organisation.

Intern's Responsibilities:

- supporting the team with day-to-day tasks (writing, editing, proofreading, etc)
- creative storytelling/writing
- supporting to create communications materials (social media posts, email bodies, reports, brochures, factsheets, etc.)
- supporting in reporting and documentation
- supporting with creating decks (PPT files)
- assisting with general administrative tasks if needed

Requirements:

a) Educational Background:

Level: Bachelor's degree / Enrolled in Master's degree from any reputed University.

Subject: Marketing / Media & Communications / Mass Communication & Journalism / Development Studies / Social Science / TESOL / English Literature / Business Administration.

b) Language Proficiency:

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Excellent proofreading ability
- Familiarity with social media and mass communications
- Good prioritisation skills
- Good with presentations (PowerPoint)
- Interest in the development sector and multicultural perspectives
- Ability to exercise discretion to deal with a variety of confidential and sensitive issues