

BRAC Internship Description

Programme/Enterprise: BRAC International

Project/Unit: Communications

Duration: 3 months

Starting Date: 26th December 2017

Application Deadline: 16th December 2017

Location: Head Office, Dhaka

Working Hours: 8:30am-17:00pm, Sunday - Thursday

Programme/Enterprise Description

BRAC International (BI) was set up in 2009 to oversee all of BRAC's international activities. Currently BRAC is operating in 10 countries: Afghanistan, Liberia, Myanmar, Nepal, Pakistan, Philippines, Sierra Leone, South Sudan, Tanzania and Uganda. BI also lends technical assistance to the Government in Kenya.

Project/Unit Description

BI Communications is responsible for all communication across BI. This includes internal as well as external communication and works across various mediums such as audio, video, print, social media, etc.

Purpose of Internship

The purpose of this internship is to support BI Communications team to produce relevant and accurate materials to enhance BRAC's global image and contribute to the fundraising efforts.

Intern's Responsibilities

- a) Collect content from BI countries and assist the team with writing and editing
- b) Provide support in preparing factsheets, brochures, and other communications materials
- c) Popularise social media
- d) Creating video content

Requirements

- a) Educational Background
 - Level: Bachelor's degree
 - Subject: English / Communications / Marketing

b) Language Proficiency

- Bangla (written/spoken): Not requested
- English (written/spoken): Advanced

c) Knowledge/Skills/Competencies:

- Excellent English writing skills
- Proficiency with Microsoft Office.
- Strong communication skills
- Video editing skills

d) Work/Volunteering Experience:

- Any volunteer or work experience will be an advantage