BRAC Internship Description

Programme/Enterprise: Learning and Leadership Development
Project/Unit: Development & Delivery
Duration: 3 Months
Application Deadline: 01 March 2026
Starting Date: 15 March 2026
Location (Office & Floor): BRAC Tower, 65 Mohakhali
Working Hours: 8 Hours
Monthly Stipend: BDT 8000

Programme/Enterprise Description.

The Learning & Leadership development department provides training interventions,

builds capacity and creates leadership journeys across BRAC.

Project/Unit Description
Development & Delivery unit delivers training & develops both online, offline & self-paced learning modules.

Purpose of Internship (including learning outcomes)

The intern will assist in developing self-paced online training courses, including video-based learning materials.

Intern's Responsibilities:
- Assist in developing and organizing self-paced digital learning contents.
- Edit and produce high-quality learning videos using tools such as Adobe Premiere Pro, Illustrator, Photoshop, Canva, CapCut, and other relevant software.
- Assist in shooting training and learning videos, ensuring proper framing, composition, and basic lighting standards.
- Design and develop multimedia presentations, promotional materials, web-based content, and other visual communication assets for organizational use.
- Create clear, structured, and learning-focused scripts that align with defined training objectives and audience needs.
- Organize, manage, categorize, and archive digital media files efficiently to ensure easy retrieval and systematic storage.
- Demonstrate creativity, adaptability, and a proactive approach to learning and integrating emerging tools and techniques into content development processes.
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Requirements

- Educational Background
  - Level: BBA/BA/MA/MS/BS
  - Subject: Any

- Language Proficiency
  - Bangla**:** Excellent written and spoken communication skills
  - English**:** Proficient in written and spoken communication

Knowledge/Skills/Competencies:

- Proficiency in video editing tools (Premiere Pro, Illustrator, Photoshop, Canva, CapCut)

- Ability to independently shoot training videos with proper framing and lighting