

## **BRAC Internship Description**

**Programme/Enterprise:** Learning and Leadership Development

**Project/Unit:** Development and Delivery

**Duration:** 3 Months

**Application Deadline:** 28 March 2026

**Starting Date:** 05 April 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.

## **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