

BRAC Internship Description

Programme/Enterprise: BRAC Youth Platform

Project/Unit: Operations

Duration: 3 months

Application Deadline: 4 April 2026

Starting Date: 12 April 2026

Location (Office & Floor): BRAC Youth Platform Khulna Office (7/1 Nirala R/A, Khulna)

Working Hours: 8 hours

Monthly Stipend: 8000 BDT

Programme/Enterprise Description.

Bangladesh is crossing through a demographic window of change with a youth population of more than 55 million, which is approximately one-third of the country's total population. To manage this demographic dividend effectively, it is imperative to ensure that the youth population has access to and the means to engage in productive activities. Aligned with BRAC's commitment to investing in the next generation, since its inception in 2020, BYP prepares young people to become empathetic and contribute to positive social change. Through our project, *Amra Notun*- A Changemakers' Network (ANN), we support youth aged 18–30 to learn, grow, and lead change in their communities.

Project/Unit Description

“[Amra Notun Network](#)”: In this journey, participants begin with a month of classroom-based learning, building essential 21st-century skills such as leadership, empathy, storytelling, inclusion, and project management. They then form teams to design and implement community action projects, tackling real local challenges with innovative solutions. The experience continues beyond the projects, as graduates become part of a growing alumni network, mentoring peers, sustaining youth-led initiatives, and inspiring others to champion empathy, equality, and social harmony across communities.

Purpose of Internship (including learning outcomes)

This internship is designed to provide hands-on exposure to the operational backbone of a youth development platform. The intern will gain practical experience in planning, coordination, and execution of youth engagement activities, including training management, logistics, and administrative processes. Through close involvement with day-to-day operations, the intern will develop competencies in organizational management, stakeholder coordination, and process documentation. The role will also strengthen problem-solving, time management, and professional communication skills within a fast-paced development sector environment.

Intern's Responsibilities

Training & Program Support: Assist in organizing and coordinating training sessions, workshops, and bootcamps (both online and offline). Support session scheduling, participant communication, and attendance tracking. Assist in preparing training materials, session briefs, and facilitator coordination. Contribute to pre- and post-training assessments, feedback collection, and reporting.

Operational Coordination: Support day-to-day operational activities of the Amra Notun Network. Maintain coordination with internal teams, facilitators, and relevant stakeholders. Assist in tracking ongoing activities, deadlines, and deliverables.

Logistics & Event Management: Assist in planning and managing logistics for events, training sessions, and field activities. Coordinate venue arrangements, materials, equipment, and participant requirements. Ensure smooth execution of events through on-ground operational support.

Administrative & Documentation Support: Maintain proper documentation of activities, reports, and operational records. Assist in preparing meeting minutes, activity reports, and internal documentation. Support data entry, filing, and maintaining organized records.

Monitoring & Data Management: Assist in maintaining participant databases, attendance records, and activity trackers. Support basic data analysis for training outcomes and engagement tracking. Ensure data accuracy and timely updates of operational information.

Financial & Compliance Support (Basic): Assist in processing bills, requisitions, and basic financial documentation (as required). Ensure compliance with organizational procedures (e.g., documentation, approvals, and logistics protocols).

Additional Support: Provide flexible support to the supervisor in operational tasks, urgent requirements, and special projects. Assist in cross-functional activities when needed (e.g., events, campaigns, or field coordination).

Requirements

a) Educational Background

- Level: Bachelor's degree or student of the last semester (done with all the courses)
- Subject: HRM, Mathematics, Development Studies, Marketing, or any other relevant subject

b) Language Proficiency

- Bangla (written/spoken): Both
- English (written/spoken): Both

c) Knowledge/Skills/Competencies:

- Interpersonal communications
- IT skills (MS Office, Google Suite)
- Good organizational and time management skills
- Attention to detail in documentation and data management
- Basic understanding of training coordination and logistics
- Ability to multitask and adapt in a dynamic environment
- Teamwork and willingness to learn
- Proactive mindset with a 'can-do' attitude