

BRAC Internship Description

Programme/Enterprise: Microfinance Programme

Project/Unit: Communication Unit

Duration: 3 Months

Application Deadline: 4th August, 2026

Starting Date: 9th August, 2026

Location (Office & Floor): 9th Floor, BRAC Centre

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

BRAC Microfinance provides financial services to underserved & marginalized communities with a particular focus on women. The programme offers microloans, savings, insurance and other financial services to empower individuals & families living in poverty to become self-sufficient and improve their standard of living. Founded in Bangladesh in 1972, BRAC Microfinance has since expanded to operate in several other countries too. The programme has brought more than 36 million people under financial inclusion in the last five decades.

Project/Unit Description

Communications is a unit within BRAC Microfinance that is responsible for managing the programme's internal and external communications. The unit's primary goal is to enhance the visibility, reputation & image of BRAC Microfinance and to increase awareness of its mission and impact.

Purpose of Internship (including learning outcomes)

Through this internship in BRAC Microfinance, interns can gain hands-on experience in the field of communication whose utmost objective is to enhance the positive image of the programme. The recruited candidates will get a chance to involve themselves with various projects of BRAC Microfinance including operations, digital interventions, clients' success & financial transformation, gender inclusion, business development, research etc. Interns will work closely

with experienced professionals in the organization and have the opportunity to learn from their expertise and insights.

Intern's Responsibilities:

Contribute to communication's team internal coordination efforts

- Research for static & AV content
- Content ideation
- Logistics & billings
- Social media management

Interns will focus on the backend tasks achieving the unit's mission and goals. For instance, they will assist in planning, relevant personnel contact, execution, research etc for both shooting & event implementations.

Engagement with both urban & rural communities

- Involvement with various interventions / activities with the community
- Gathering knowledge about the community

Learning about the lifestyle, needs, challenges and other necessary elements of the lives of the people of different communities.

Coordinating Tasks

- Field preparation and digital tasks assistance
- Quality of work
- Collaborate with various teams

This internship in BRAC Microfinance Communications Unit can provide the candidates with an opportunity to gain practical experience from the rural environment and culture of the country. Collaborate with various teams to ensure smooth execution of research and financial processes. Support in preparing presentations, reports, and other documents as needed.

Requirements

- Educational Background
 - Level: Bachelor's degree from any reputed universities
 - Subject: Mass Communication and Journalism, Development Studies, Marketing or other relevant Social Science degrees
- Language Proficiency
 - Bangla (written/spoken): Good
 - English (written/spoken): Good

Knowledge/Skills/Competencies:

- Strong coordination, research and analytical skills.
- Creative mindset with a knack for problem-solving.
- Proficiency in Social media operation (Meta business suite, canva etc.).
- Basic understanding of billing and financial documentation is a plus.
- Ability to multitask and work under deadlines.