

BRAC Internship Description

Programme/Enterprise: Social Innovation Lab (SIL)

Project/Unit: Strategic Engagements and Frugal Innovation Forums

Duration: 3 Months

Application Deadline: 7 October 2026

Starting Date: 18 October 2026

Location (Office & Floor): 18th Floor, BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description.

BRAC Social Innovation Lab (SIL) is an organisational supporting department at BRAC that helps design and test new ideas, facilitate innovation among programmes, contribute in organisational learning and nurture a culture of innovation.

SIL does this by enabling collaboration, amplifying synergies, strengthening strategic alignment and supporting the scale and integration of promising approaches across the BRAC ecosystem.

Project/Unit Description

BRAC's Frugal Innovation Forum (FIF) is a Global South-led platform that brings together practitioners, innovators, researchers and development partners to share learning and showcase affordable, community-driven solutions to climate and development challenges. The FIF ecosystem includes the Innovation Challenge, Fellowship, Conference and Community of Practice, connecting emerging ideas and talent with field learning, mentorship, partnerships and ongoing collaboration.

Purpose of Internship (including learning outcomes)

This internship is for individuals interested in climate, communication, storytelling, and within the development and innovation space.

The intern will gain hands-on experience supporting a multi-component innovation platform through communication, university and youth engagements, events, and the documentation of innovation and climate-related initiatives within a real-world social impact setting.

Intern's Responsibilities:

- Support university mapping, field visits design and on-campus outreach for the FIF Innovation Challenge.
- Support on-campus info sessions and information desks to guide prospective applicants and answer queries.

- Assist applicants with FAQs, application guidance and follow-up communications.
- Assist with venue setup, materials, logistics and vendor coordination for event activities.
- Provide on-ground support during workshops, bootcamps and other programme activities.
- Support invitations and coordination with faculty, speakers, mentors, stakeholders and participants.
- Participate in field visits and other field-based activities, including travel outside Dhaka when required.
- Support field preparation, participant coordination, note-taking and documentation of key observations and learnings.
- Assist with presentations, meeting notes and other materials required for programme activities.
- Support other tasks as assigned by the supervisor.

Requirements

- Educational Background
 - Level: Bachelor's degree completed
 - Subject: Media & Communication, Marketing, Development Studies, Social Sciences, Environmental Science or related disciplines
- Language Proficiency
 - Bangla (written/spoken): Fluent (spoken), Excellent (written)
 - English (written/spoken): Fluent (spoken), Excellent (written)
- Knowledge/Skills/Competencies:
 - Willingness and ability to participate in field visits and travel as required.
 - Good in verbal communication and logistics management.
 - Good writing, research and documentation skills.
 - Basic proficiency in Canva and Adobe Photoshop.
 - Basic ability to create or edit short-form videos and social media content.
 - Good coordination and organisational skills, with the ability to manage tasks and meet deadlines.