

## **BRAC Internship Description**

**Programme/Department:** Communications

**Unit:** Programme and Enterprise Communications

**Duration:** 3 months

**Application deadline:** 30 November 2022

**Starting date:** 5 December 2022

**Location:** 20th Floor, BRAC Head Office, Dhaka

**Working hours:** 8.30am-5.00pm, (Sunday-Thursday)

**Monthly stipend:** BDT 5,000

### **Programme/Enterprise Description:**

BRAC Communications aims to promote, protect and enhance BRAC's image actively through strategic communication. It also fosters innovation and synergy at BRAC by facilitating an effective exchange of ideas and information, both internally and externally. The department maintains consistency of all external communications, facilitates knowledge-sharing and employee engagement, and ensures brand consistency within the organisation. It is committed to continuously develop channels and capacity within the organisation and to innovate different modes of activities to promote better understanding of BRAC, raise its global profile and build a common platform where BRAC's mission, vision and values can be shared across boundaries.

### **Purpose of internship:**

The intern will support the Programme Communications team with special projects through research, photos-video editing and writing content (scripts, blogs, slide decks) in both Bangla and English. Storytelling abilities are preferable.

### **Intern's responsibilities:**

- Drafting and editing content e.g. scripts, blogs, factsheet, brochure and reports (Both in Bangla and English)
- Supporting in logistics and administrative works
- Editing photos and videos
- Assisting in planning and organising events
- Facilitate meetings and drafting meeting notes
- Knowledge management (storing and organising files in Google Drive)
- Creating draft designs and presentation decks
- Translating and transcribing
- Visiting fields and collecting content (story, photographs and videos)

## Requirements

**a) Educational background:**

**Level:** Bachelor's degree in Communication and Media studies /English /BBA (Major: Marketing/ Social Science/ International relationship/ or any relevant subjects from any reputed university

**b) Language Proficiency**

- **Bangla:** Fluent in speaking and writing
- **English:** Excellent in speaking, reading and writing

**c) Knowledge/skills/competencies**

- Proficient in using Google Suite
- Design skills (Adobe Illustrator or Canva)
- IT skills (Microsoft office Suite)
- Storyboarding and script writing skills in Bangla would be an advantage
- Basic photography and video editing skills

**d) Work/Volunteering Experience:**

Experience of volunteering in national/international organisations or university clubs would be an advantage.