

BRAC Internship Description

Department: Communications

Unit: Programme and Enterprise Communication

Duration: 6 months

Application deadline: 14 May 2022

Starting date: 19 May 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 and communications team with written coordination, content, documentation and paperwork, curation images, storage and usage.

Intern's responsibilities:

- Edit blogs, reports, captions for social media, and other written documentation
- Assist in coordination and execution of plans, events and strategies
- Perform clerical duties: Creating PowerPoint presentations, drafting reports, designing creatives, researching trends, taking meeting minutes
- Support the management of The Good Feed, BRAC's global thought leadership platform
- Research
- Knowledge management (storing and organising files in Google Drive); creating draft designs, presentation decks, and emails
- Translate and transcribe

Requirements

a) Educational background

- Level: Bachelor's degree
- Subject: Communications / English / Economics or any relevant subject.

b) Language proficiency

English

- Spoken: Proficient
- Written: Advanced

Bangla

- Spoken: Proficient
- Written: Good

c) Knowledge/skills/competencies

- Excellent ability to think critically and innovatively
- IT skills (MS Office Suite and Google Suite)
- Basic knowledge on design and experience in using Adobe Illustrator and Photoshop

d) Work/Volunteering Experience:

Experience of volunteering in national/international organisations or university clubs.

N.B Candidates with an interest in reading and creative writing in English will be preferred.