

BRAC Internship Description

Programme/Enterprise: Communications

Project/Unit: Programme and Enterprise Communications

Duration: 3 months

Application Deadline: 3rd November 2022

Starting Date: 10th November 2022

Location (Office & Floor): 20th Floor, BRAC Head Office, 75 Mohakhali, Dhaka 1212

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.

Project/Unit Description

Purpose of Internship (including learning outcomes)

The intern will support the Programme Communications team with special projects through research and writing Bangla and English content (scripts, blogs, slide decks). Storytelling and designing abilities are preferable. She/ he will be able to learn about the development sector and southern development approach from one of the world's largest NGOs.

Intern's Responsibilities

- Drafting and editing scripts, blogs, factsheet, brochure and reports (Both in Bangla and English)
- Designing social media posts, flyers, backdrop etc.
- Supporting in logistics and administrative works
- Assisting in organising events
- Facilitate meetings and taking 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
- **Subject:** Communication and Media studies /English /BBA (Major: Marketing/ E-business)/ Social Science/ International relationship or any relevant subjects from any reputed university.

b) Language Proficiency

- Bangla (written and spoken): Fluent
- English (written and spoken): Excellent

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 skills

d) Work/Volunteering Experience

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