

BRAC Internship Description – Intern (Graphic Design)

Programme/Enterprise: Skills Development Programme

Project/Unit: BRAC ISD Online

Duration: 3 Months

Application Deadline: 29 September, 2022

Starting Date: 2 October, 2022.

Location: BRAC Centre, 75 Mohakhali, Dhaka 1212

Working Hours: 8 hours

Monthly Stipend: 5000

Programme Description

BRAC Skills Development Programme (SDP) is providing technical and employability skills through training for underprivileged youth and entrepreneurs. SDP ensures 80% job placement for the beneficiaries. SDP works to enhance employment opportunities through apprenticeships, institution-based training and enterprise development, focusing particularly on decent jobs in the growth sectors.

Project/Unit Description

BRAC ISD Online is a digital learning platform initiated by BRAC Skills Development Programme (SDP), in Bangladesh. The demand for competent and skilled professionals is rapidly increasing in Bangladesh. Although many institutions provide skills training courses, the gap still remains. To fill that gap, we encourage and support young people to pursue skills-development training through a number of multinational training partners. We ensure training and certification at par with global standards and facilitate linkage with the job market. We equip our graduates with trade-relevant skills, knowledge and soft skills to instil them with a competitive edge. Our interactive live sessions and virtual classes allow learners to engage with the best trainers and counsellors.

Purpose of Internship

BRAC SDP is looking for someone to support the BRAC ISD Online team from HO. This internship will provide an individual with an excellent opportunity to work with a dynamic team and gain first hand exposure to broader developmental issues, including the aforementioned project. We would expect him/her to help us reach our audience better, identify innovative ways of engaging them, develop creative materials (social media posts, brochure, poster, leaflet, sticker etc.) that touch hearts and inspire action.

Intern's Responsibilities

The intern will work closely with the marketing team and assist in day-to-day social media activities of the project such as:

- Conceptualise and ideate visuals based on requirements.
- Support developing social media posts for Facebook and Instagram.
- Develop and update communication and IEC materials (Slide decks, e-bulletin, fact sheet, brochure, event report, leaflet for the programme).
- Proofread and edit digital contents.
- Ensure final graphics and layouts are visually appealing and following BRAC's brand guidelines and requirements.
- Support BRAC ISD's Online team in designing and delivering the final product.
- Any other support required by the supervisor.

Requirements

a) Educational Background

- Final year students and fresh graduates are encouraged to apply.

b) Knowledge/Skills/Competencies:

- Practical experience in the area of illustration and graphics is mandatory.
- Strong working knowledge on Content development and Graphic designing tools including Adobe Illustrator, Adobe Photoshop, Premier Pro, InDesign, After Effects etc..
- Excellent in operating Microsoft Powerpoint, Google Slides and other relevant applications suitable for the role.
- Exceptional attention to detail with ability to work under pressure while meeting strict deadlines.
- Should be creative and have the ability to think out of the box.
- Familiar with advanced presentation tools.
- Ability to work under tight deadlines

c) Language Proficiency

- Bangla
 - Spoken: High
 - Written: High
- English
 - Spoken: High
 - Written: High

d) Work/Volunteering Experience:

- Candidates with previous experience in part-time/full-time jobs relevant to graphic designing will be preferred
- **Share a drive link to your designing portfolio along with the CV**