

### BRAC Internship Description

Programme/Enterprise: BRAC Youth Platform

Project/Unit: Curriculum and Training and Development, Amra Notun Network

Duration: 3 Months

Application Deadline: 10 May, 2026

Starting Date: 20 May 2026

Location (Office & Floor): BRAC Centre, 6<sup>th</sup> Floor

Working Hours: 8 Hours

Monthly Stipend: BDT 8000

Programme/Enterprise Description. Bangladesh is crossing through a demographic window of change with a youth population of more than 55 million, which is approximately one-third of the country's total population. To manage this demographic dividend effectively, it is imperative to ensure that the youth population has the access and means to engage in productive activities. Aligned with BRAC's commitment to investing in the next generation, since its inception in 2020, BYP prepares young people to become empathetic and contribute to positive social change. Through our project, *Amra Notun - A Changemakers' Network (ANN)*, we support youth aged 18 – 30 to learn, grow, and lead change in their communities.

### Project/Unit Description

"Amra Notun Network": In this journey, participants begin with a month of classroom-based learning, building essential 21st-century skills such as leadership, empathy, storytelling, inclusion, and project management. They then form teams to design and implement community action projects, tackling real local challenges with innovative solutions. The experience continues beyond the projects, as graduates become part of a growing alumni network, mentoring peers, sustaining youth-led initiatives, and inspiring others to champion empathy, equality, and social harmony across communities.

### Purpose of Internship (including learning outcomes)

This internship is designed to give you an experience of managing initiatives, with a sense of ownership, freedom and responsibility. We would encourage you to challenge our assumptions about the people we serve, question our plans, and learn new perspectives. We would expect you to help us reach our audience better, identify fun and frugal ways of engaging them and help us make better data-driven decisions. We will push you to read more, learn quicker, be more proactive, and more importantly, we would encourage you to fail right. This platform will create an opportunity for you to gain first-hand experience on training, knowledge management and system thinking which will help the individual to grow personally and

professionally.

#### Intern's Responsibilities:

- Assist in planning engaging games and activities for the training modules and curriculum of BRAC Youth Platform
- Contribute to writing the outlines of the training sessions
- Translate the curriculum and training resources from English to Bangla ad vice versa
- Develop a resource hub for the modules and training contents.
- Support in the participant recruitment process and update the database
- Assist in maintaining and updating the training participant profile
- Create forms and documents for participant need assessment, feedback and data collection.
- Coordinate with co-facilitators, mentors, and selection committee members for Amra Notun Network cohort implementation.
- Arrange workshops, field visits, and events, along with all logistical support for donors when required
- Take notes during meetings and prepare meeting minutes
- Conducting regular research tasks as assigned by the supervisor
- Ad-hoc tasks as required

#### Requirements

- Educational Background
  - Level: 4th-year undergraduate student or Bachelor's degree
  - Subject: Any discipline from any reputed University
- Language Proficiency
  - Bangla (written/spoken): Fluent
  - English (written/spoken): Intermediate

#### Knowledge/Skills/Competencies:

- IT skills (MS Office, Google Suit)
- Excellent writing and analytical skills
- An agile and growth mindset
- Openness to new learning insights
- Inclusive values and a bias-free approach to tasks
- Ability to prioritise tasks under strict deadlines