

"Multifaceted Internship Opportunity at Harmony Trust – Apply Within"

Harmony Trust invites dynamic and passionate individuals to apply for the position of Intern (Program), located at Adabor, Dhaka -1207. We are looking for candidates who exhibit a blend of skills in social media savvy, content creation, event management support, and data analysis, among others, as outlined in the required qualifications. Should you possess a zeal for learning, robust communication skills, and a willingness to make a meaningful impact, kindly forward your expression of interest—with your expected monthly gross remuneration—and recent curriculum vitae to the Chief Executive Officer of Harmony Trust by November 20, 2023. This internship offers a hybrid work environment with the flexibility of remote work for up to 50% of the time. Join us in our mission to promote well-being through our various programs and services.

Position: Intern (Program)

Job Location: Adabor, Dhaka -1207

Required Qualification

1. Demonstrated experience or strong interest in social media management and mass media promotion.
2. Excellent communication and writing skills to effectively promote Harmony Trust's programs and services.
3. Creative and strategic thinking skills for developing engaging content across various media platforms.
4. Ability to support event management, including logistics, coordination, and execution of event-related tasks.
5. Basic proficiency in data collection, documentation, and analytical skills to support programmatic research and monitoring.
6. Familiarity with Microsoft Office Suite, especially Word and Excel, for documentation and data analysis, and photo and video editing software such as Adobe Photoshop/Adobe Lightroom/Capture One, and Adobe Premiere Pro/Final Cut Pro X/DaVinci Resolve.
7. Strong organizational skills and attention to detail to assist with accurate data gathering and reporting.
8. Collaborative team player capable of supporting various team activities and contributing to a positive working environment.
9. Enthusiastic learner with the ability to quickly assimilate new information and adapt to dynamic project requirements.
10. Currently enrolled in or recently graduated from a relevant undergraduate or graduate program, such as development studies, communications, marketing, public relations, statistics, or any other related field.

Address: Flat#7A, House#560, Road#8, Baitul Aman Housing Society, Adabor, Dhaka-1207

E-mail: ceo.harmony19@gmail.com; Cell: 01714-105035

11. Ownership of personal computing equipment, such as a Laptop, and a Smartphone equipped with high-definition imaging capabilities to facilitate remote work capabilities.

Working hours: 150 hours per month, 50% of the time for remote (work from home) work unless determined otherwise by the management.

Key Areas of Responsibility:

1. Promotion of the programs and services of Harmony Trust through mass media, social media, and offline activities.
2. Support respective teams in managing events.
3. Assist with the gathering, documenting, and analyzing of programmatic data, including the execution of monitoring tasks and research activities.

Applicants are invited to submit their applications (with expected monthly gross remuneration) along with a resume (2 page maximum), and a passport size photograph to ceo.harmony19@gmail.com by 5:00 PM on or before November 20, 2023.

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