

Field: Leadership
Name: Bangladesh Alliance for Women Leadership
Location: Dhaka, Bangladesh
Name of Position: Program Assistant (2)

Brief Description of Organization:

BDAWL trains women for leadership positions at all levels across professions and political divides. Participants include Members of Parliament, elected women in local government, political party activists, civil society representatives and other professions. It also tries to raise the visibility of women both in politics and other professions through its seminal publication of Who's Who directory. It also advocates for policy changes through its Leadership Academy graduates and BDAWL Women Leaders Clubs in different parts of the country.

Information Specific to the Internship:

Program Assistant

Qualifications:

This internship opportunity is open to both undergraduate and graduate students. Candidates with experience in grant writing, monitoring and evaluation, and speechwriting are encouraged to apply. All applicants should be eager to learn. Knowledge of Bangla, parliamentary work (including legislative bills and oversight methods), Adobe Illustrator and/or other publication software are assets, but not required.

Primary Responsibilities:

The Program Assistant will conduct preparation for different programs and publications, including the organization's regular newsletter, and assist in grant-writing and analyzing evaluations.

Schedule:

Summer opportunity of up to 8 weeks in duration.

Stipend/Assistance:

BDAWL is unable to provide funding for internships. Please contact the organization directly about the availability of other types of general assistance.

To Apply:

Please send your resume/CV, cover letter, and two letters of recommendation to Saquib Chowdhury at saquibc@gmail.com. General inquiries (e.g., regarding housing, transportation, or general lifestyle questions) may also be directed to Saquib Chowdhury.

Website:

<http://www.bdawl.org>

You can also Google BDAWL's Founder and Executive Director, Ambassador Nasim Firdaus, to learn more about the organization's activities.