

Field: Education

Name: SPEED (Services for Professional Education and Enterprise Development)

Location: Dhaka, Bangladesh

Name of Positions: Summer Program Faculty Intern (2), Youth Development Program Intern (1)

Brief Description of Organization:

Services for Professional Education and Enterprise Development (SPEED) is an adult education and training centre that offers training programs for professionals working in various sectors, including teaching, the corporate world, and retail. We offer courses in English Language, Teaching Skills, IT and Corporate Professional Development. In 2009 SPEED expanded its work to include programs in youth development under the name SPEED Youth. SPEED Youth is now a leading youth development organization in Bangladesh focused on promoting the physical, educational, and life skills necessary to prepare and empower young people aged 8-18 to undertake leadership roles in their communities and to bring success in their personal lives. Over the past six years, SPEED and SPEED Youth have conducted trainings for over 3,000 professionals and 300 young people.

Information Specific to the Internship:

Qualifications:

- Teaching experience, or experience working with youth is required.
- Proficiency in all MS Office Applications, particularly MS Word and Excel.
- Strong organizational and time management skills, including the ability to multi-task, prioritize, set and meet deadlines
- Excellent communication skills and ability to work with many individuals from a different culture
- Excellent interpersonal and presentation skills and ability to manage groups of youth with fun, energy and discipline
- Excited to integrate into and learn more about Bangladeshi culture, and work full-time in a different culture
- Travel or work experience in Asia is beneficial.

Primary Responsibilities:

Summer Program Faculty Intern:

Working under the Manager of the Fun Under the Monsoon Sun Summer Program to conduct classes for middle and high school students, and help to manage the entire program. Specific responsibilities will include: - conduct classes (faculty members can choose subjects from a range of choices, based on their experience and expertise) - design lesson plans under the supervision of the summer program manager - help to conduct morning and afternoon circle time activities - assist with management of students during free periods such as the breaks, or before and after classes, including taking attendance, ensuring safety and security, counseling students, assisting with sick or injured students, etc. - help manage questions and concerns

from parents regarding various aspects of the summer program - help to plan for and manage the closing graduation ceremony

This summer program is open to youth 8-15 years old. The Summer Program offers a creative, fun and safe environment where youth can spend their summers having fun while also discovering new talents and developing the skills needed to become healthy, competent, coping and contributing individuals. Our program offers a well-structured and safe environment for young people to participate in activities ranging from soccer, basketball, debate, art, guitar, math games, science, leadership development and lots more including field trips and movie night sleepovers. At the end of the program there is a graduation ceremony showcasing the skills learned throughout the summer and youth will receive completion certificates. Students from various backgrounds from any school in Dhaka city is welcome to participate. The Summer Program's programs are creative and fun, and this internship position would allow the intern to choose a subject of their choice to offer to students. Whether that program is offered or not depends on the enrolment of students. The position also entails assisting the Manager of the Summer Program in other aspects of conducting the summer program and ensuring its success. Overall supervision for the program is provided by the Executive Director of SPEED, Madiha Murshed (Harvard College Class of 1999), with a small staff to run the program in all its aspects.

Youth Development Program Intern:

Under the supervision of SPEED's Executive Director, and the Manager of SPEED's Youth Development Programs (YDP), the intern will be responsible for assisting in planning Youth Development Programs of SPEED, including an arts festival and leadership academy. The YDP is in its infancy, and so this position will entail developing new programs and broadening the impact of existing programs. Responsibilities will include assisting with new program development:

- Design and develop structure, curriculum and outreach mechanisms for new programs that SPEED can offer such as leadership programs, Model United Nations, and exchange trips.
- Develop curriculum - lesson plans and teaching materials -- for the selected programs
- Design and implement outreach/ recruiting and create a marketing plan plus all necessary marketing collateral. • Refine evaluation tools.
- Reach out to local media and luminaries to publicize program and attract sponsorship to ensure a broader spectrum of youth in Bangladesh can participate in the programs

Schedule:

Summer internship opportunity of up to 8 weeks in duration

Stipend/Assistance:

SPEED provides a stipend of Tk. 20,000 per month (about \$250 USD), housing, and local transportation.

Additional Information:

To Apply: Send Resume/C.V., cover letter, unofficial academic transcript, 1 recommendation letter to Madiha Murshed, madiha_murshed@scholasticabd.com, madiha.murshed@gmail.com. SPEED will also arrange a skype interview with qualified applicants.

Website: <http://www.speed-bd.com>

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