

PROGRAM INTERN



- **Vacancy for:** 1
- **Posted on:** Sept. 11, 2018
- **Deadline:** Dec. 7, 2018, 4:25 p.m.

Title: Program Intern

Location: Jwagal, Lalitpur

Work Hours: 35 + hours/ week

Application Deadline: December 5, 2018

CareerPREP is looking for a bold and enthusiastic full-time intern, with a strong possibility of transitioning into a full-time employee.

(Must be based in Kathmandu, Nepal)

Key Responsibilities:

- Support in the daily operations and management of the CareerPREP Fellowship program
- Support in coordinating the outreach and stakeholder engagement events and activities within the program
- Coordinating with fellows, mentors, and partners of the program in the daily, and ensuring smooth functioning of the program
- Participating in partnership development and engagement activities
- Participating in fundraising activities for the program

Qualification and Skills:

- Must have completed their Bachelors Degree in a related field
- Must have experience with supporting program management
- Must have the willingness and ability to coordinate with multiple stakeholders, excellent communication skills, and attention to detail
- Must have a strong ability to handle multiple tasks at once

Applying Procedure

interested candidates are requested to send us your resume and letter of application at careerprepnepal@gmail.com

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