



Vacancy Announcement

Position	:	Business Development Intern
Location	:	Yangon (Hybrid with work from home)
Working Time	:	40 hours per week
Report to	:	Executive Director
Work Mainly with	:	Program Team, Finance Team, Senior Management Team
Collaborate with	:	Trainers, Teachers, Operations Team

Saya Foundation is a nonprofit organization founded by enthusiastic educators with the aim to provide safe and inclusive education for an equitable society. Our work scope includes providing whole-school support to schools, creating training programs for religious educators and teachers, establishing online learning activities for children and parents, and developing learning materials and resources. Saya takes the role in advocacy and raises the awareness of people related to children and education through these programs. For more detailed information, visit our website at: www.saya-foundation.org

Saya Foundation defines an INTERNSHIP as a period of practical work experience designed to provide individuals with the opportunity to gain hands-on experience and develop relevant skills in a SAFE learning-working environment. Through internship positions, Saya Foundation will enable individuals to execute projects, activities, or programs alongside existing team members. **There will be some benefits, including financial support, mentorship, exposure to meet with people we work with and the opportunity to make mistakes in a safe environment. You will experience what it's like to work in a safe, fun, and supportive working environment. You will meet very passionate, dedicated, helpful, busy, and supportive team members. If you are an individual who is open-minded, fun, and excited for new challenges, this internship is for you.**

As a Business Development Intern, you will assist in the implementation of business development strategies to support the organization's growth and sustainability. Your responsibilities will include conducting market research, identifying potential partners and funding opportunities, and supporting the development of proposals and presentations. Additionally, you will assist in maintaining databases, organizing meetings, and providing general administrative support to the Business Development team.



Internship's Learning Objectives:

- Gain practical experience in business development strategies and techniques.
- Learn how to conduct market research and analyze data to identify opportunities and trends.
- Develop skills in proposal writing, presentation development, and marketing.
- Enhance communication and teamwork skills through collaboration with Saya Foundation team members.
- Gain insight into non-profit business development practices and the role of business development in achieving organizational goals.

Activities to Achieve Learning Objectives:

- Conduct market research to identify trends, potential partners, and funding opportunities.
- Assist in developing proposals, presentations, and marketing materials.
- Maintain databases and records related to business development activities.
- Coordinate meetings and communication with internal and external stakeholders.
- Provide administrative support to the Business Development team as needed.

We seek to welcome someone with the following qualities:

- A fun and flexible personality, open-mindedness to learn, and willingness to form friendships with people from diverse backgrounds and abilities.
- A commitment to creating an impact in the community and serving with positive intentions.
- Strong written and verbal communication skills in Myanmar and English.
- Familiarity with Microsoft Office and Presentation tools.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Interest in business development and a commitment to the organization's mission.

Benefits

- On job training opportunities with our experienced teams
- Opportunity to attend weekly meetings and occasional networking events
- Entitled to an intern allowance



Internship Duration

This internship will last for (3) months. There is a potential opportunity for extension or permanent employment based on performance and organization requirements.

Saya Foundation's Core Values

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

Contact Us

Interested applicants must also send a **Cover Letter, Curriculum Vitae with two referees from your previous employments/recommendation** to info@saya-foundation.org by **May 29, 2024 (Wednesday)**.

(Applications will be reviewed on a rolling basis, and the vacant position will be filled prior to the closing date if a suitable candidate is found beforehand.)

Note: Please **write the name of the position you are applying in the Subject Line of your email**. One applicant can only apply for one position. Only short-listed candidates will be contacted via mail.

Saya Foundation is an inclusive organization committed to diversity and social cohesion. We encourage applications from women, minority groups and people with disabilities. There will also be no discrimination against an applicant's race, color, gender, religion and sexual orientation.