



Vacancy Announcement

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| Position | : | Marketing 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 Marketing Intern, you will play a vital role in executing marketing strategies aimed at enhancing the organization's visibility and attracting potential donors, partners and clients. Your responsibilities will include conducting market research to identify trends, potential partners, and fundraising opportunities. Additionally, you will assist in developing marketing materials, presentations, and promotional content.



Internship's Learning Objectives:

- Gain practical experience in developing marketing strategies and materials.
- Learn how to effectively utilize social media and digital marketing tools.
- Acquire skills in market research, analysis, and campaign evaluation.
- Develop communication and teamwork skills through collaboration with the Business Development Coordinator and other team members.
- Gain insight into non-profit marketing practices and the role of marketing in achieving organizational goals.

Activities to Achieve Learning Objectives:

- Assist in developing marketing materials, presentations, and promotional content.
- Contribute to social media management, including content creation and scheduling.
- Conduct market research to identify trends, potential partners, and fundraising opportunities.
- Help organize and coordinate marketing events, campaigns, and outreach activities.
- Assist in analyzing marketing data and metrics to assess campaign effectiveness.
- Collaborate with Executive Director and Senior Management Team to align marketing efforts with organizational goals.
- Provide support in other business development activities 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 both English and Burmese.
- Familiarity with social media platforms and digital marketing tools.
- Ability to work independently and collaboratively within a team.
- Strong presentation and negotiation skills.
- Creative thinking and problem-solving abilities.
- Interest in non-profit work 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.