



Job Title : Project Intern
Starting Date: 1st May 2025
Contract Duration: 3 months (can be extended)

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary restoration and placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanization, we endeavour to ensure that our cities are places with cultural identity, and that they are livable, inclusive and sustainable. In this regard, we specialise in preserving heritage, improving public spaces, and organising cultural and social activities that connect people to places.

Founded early 2017, Doh Eain brings together skills in urban research & data analytics, participatory design, restoration & construction, cultural programming and education. Key in all of our work is a bottom up approach that reinforces the agency and positive role of property owners and residents. All of our brands and initiatives centre around partnerships with heritage homeowners, community leaders and neighbourhood residents.

Vision: Collectively, we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: Doh Eain preserves heritage, improves public spaces and organises activities that connect people with places, employing a user-centred, participatory approach. In doing this we aim to inspire and enable people to participate in re-shaping their city while retaining cultural heritage.

Principles: The principles which inform and shape our work help us select and shape projects, making sure we select and design them so that we achieve our desired impacts. These principles are: Participatory, Asset-based, Inclusive, Environmentally Sustainable, Financially Sustainable and Contributing to the Livelihoods.

Doh Eain is registered as a company and as a non-profit. We rely on and apply a diversified set of financing methods, working with clients, loans, and grants on revenue and non-revenue generating projects.

Values: The following staff values are what we seek from all Doh Eain staff. We believe they are the most important values for staff to be successful at their work at Doh Eain, and to help Doh Eain achieve its mission. They are the values we look for in people when we recruit, that we help grow through management, learning and development, encourage Doh Eain staff to consistently display in their work, and hold staff accountable against.

- Courageous
- Resourceful
- Taking responsibility
- Always learning
- Professional

Project Intern (Paid Internship)

We are in search of an enthusiastic, hard-working, and organized individual to join Doh Eain as Junior Project Assistant (Paid Internship), in the area of Climate and Environmental Project with thematic focus on strengthening the capacity and leadership of local women-led grassroots organizations to participate in climate actions and designing for community-led solutions. The junior project assistant (internship)'s primary line manager will be the Senior Project Assistant, and he/she will engage with and report to the Project Manager, Head of Community Engagement & Participatory Design, and other Heads as relevant for project purposes (including the Head of Design and the Head of Public Outreach & Education).

A junior project assistant (internship) at Doh Eain should be passionate about the urban, peri urban environment and its community development. They should have a strong interest in effective community engagement, facilitation, project assisting, reporting and participatory design methodologies, all of which are integral to Doh Eain's portfolio of projects.

Key Responsibilities:

This placement would be a supporting role across Research and Training, Community Engagement, Facilitation, Monitoring, Reporting and Project Delivery, directly assisting the respective Project Lead.

The junior project assistant (internship) would focus on a number of project activities during the placement, including but not limited to:

- Proactively work with the project team in the climate and environmental projects.
- Assist to coordinate the training, research and data analysis in gender sensitive climate risks and community-led climate adaptation and resilience designs.
- Assist in report writing and external communication with external and internal clients and/ or stakeholders.
- Assist in developing material for marketing and communication platforms.
- Contribute to documentation and recording progress of each activity of the project.
- Contribute to taking and translating meeting notes, papers and letters when needed.
- Assist to organize meetings, training and community engagement activities.
- Assist to track the progress of project activities and financial reports, ensuring they meet project goals.
- Assist in preparing reports and documenting project activities.
- Keep in touch with community groups, providing updates and addressing concerns.
- Assist with additional support as / when required.

You will be supported by the Seniors and Project Lead. All deliverables will be reviewed by the Project Lead and the Project Manager before implementation. To ensure this process is efficient a weekly meeting will be held and emails will be responded to within 24 hours and same day if 'urgent' is used in the subject line.

Key Qualifications & Skills

- Undergraduate degree or other strong post high school education
- Some experience in volunteering or working in coordination with the community groups
- Ability to translate materials and comfortable speaking in front of groups

- Works well in a team, with a positive and collaborative attitude
- Good communication and interpersonal skills, both written and verbal
- Able to manage tasks in a fast-paced environment
- Careful and detail-oriented in completing tasks
- Able to prioritize tasks and meet deadlines
- Familiar with basic project management and digital tools, such as G-Suite.
- An interest in community engagement and participatory approaches is a plus
- Fluency in written and spoken English
- Open to learning and adapting to new situations
- Able to interact respectfully with people from different backgrounds

What do we offer:

This is an opportunity to work in a dynamic, interdisciplinary, and innovative organization and share in our vision to make Yangon a more liveable city – environmentally, economically, socially and culturally. We work in a collaborative, team-oriented environment with opportunities to work on a wide variety of projects and topic areas, both individually and on project teams. Doh Eain is an equal opportunities employer and actively seeks to employ and retain a diverse, inclusive workforce. We will accommodate special needs that any staff may require. There will be many opportunities for on the job training and participation in external training.

Terms of Employment:

- Project-based contract type, salaried.
- 3 months Internship Contract. Can be renewed/extended.

Please send your resume and cover letter elaborating on your experience and interest to talent@doheain.com by April 22nd.