

## INTERNSHIP OPPORTUNITY

**Position:** Intern

**Report to:** Manager, Ecosystem Development

**Principal Role/Accountabilities:**

- Conduct research on startup ecosystem and investment horizon both in Bangladesh and global markets.
- Assist in ecosystem development collaboration activities.
- Assist in implementation of AI initiatives within the organization.
- Assist in creating documents, such as pitch decks, concept papers, or any other relevant documents, as necessary.
- Assist in preparation of meeting notices, minutes, and resolutions.
- Collaborate actively with all team members of Startup Bangladesh and provide support as needed.
- Contribute positively to the company's culture and values.

**Requirements:**

- Pursuing undergraduate or graduate in any discipline from a reputable institute (Computer Science, Finance, Accounting, Marketing, or relevant disciplines will get priority).
- Efficient in using MS office tools, especially MS Word, MS Excel & MS PowerPoint.
- Proficiency in utilizing AI tools is an advantage.
- Knowledge of the Bangladesh Startup Ecosystem is a plus.
- Knowledge of analytics/data visualization packages (Power BI/Tableau/Google Looker Studio) is a plus.
- Willing to work in a fast-paced and result-oriented environment.

**Location:** Dhaka, Bangladesh

**Remuneration:** BDT 10,000 per month

**Application Procedure:**

(1) Interested candidates may apply with a detailed CV to the email address: [career@startupbangladeshvc.gov.bd](mailto:career@startupbangladeshvc.gov.bd) by 15/10/2024 mentioning the subject as 'Application for the position of Intern'.

(2) Only short-listed candidates will be called for interviews.

Memo No: 56.07.0000.002.11.010.24-127

Date: September 29, 2024