

Position: Operation and Program Officer

Location: The Brighters Office

Type: 8 hours a day, full-time

Salary: 15,000 BDT

Deadline to Apply: April 15, 2025

♣ Job Description:

- 1. Help with project and training program design and implementation
- 2. Organize event logistics and participant and partner communications.
- Keep up with feedback, reports, and documentation systems
- 4. Track project development and offer operational assistance
- 5. Encourage interdepartmental and team collaboration
- 6. Encourage monitoring and evaluation (M&E) initiatives

Essential Competencies:

- 1. Excellent multitasking and project management skills
- 2. Event or training program planning experience
- 3. Strong teamwork and communication abilities in both Bengali and English
- 4. Expertise in Google Workspace and Microsoft Office
- 5. A problem-solving attitude and meticulousness
- ✓ Educational Background: Bachelor's degree or running student in Development Studies, Social Sciences, or a similar discipline.