

PAID INTERNSHIP OPPORTUNITY – Umbrella Global Youth Foundation

We're Hiring Interns! Admin Assistant

Are you passionate about the environment and ready to make a real impact on the ground?

Join Umbrella Global Youth Foundation in driving youth-led climate action across Bangladesh, one of the most vulnerable and vital ecosystems in the world. 🌍

As an intern, you'll work closely with our admin teams to:

- ✅ Mobilise and empower youth networks under the Umbrella Foundation
- ✅ Implement projects on climate change and sustainable environmental development.
- ✅ Documentation & Planning
- ✅ Team coordination & Follow-ups
- ✅ Emails, scheduling & Partner outreach
- ✅ Social media posting & Communication

Who can apply:

- ✅ University students or fresh graduates who are interested in environmental management and sustainable development goals, especially for climate action
- ✅ Good communication and teamwork skills
- ✅ Basic knowledge of MS Office and digital tools like AI

📍 Location: Sylhet/Remote (Hybrid opportunities may be available.)

⌚ Duration: 6 months (with possibility of extension based on performance)

🎁 Perks: Hands-on experience, mentorship from environmental leaders, free access to several events, networking, and a certificate and gifts upon completion.

🕒 Deadline: 15th December 2025

✉️ Share your CV/resume at umbrellasyld2019@gmail.com

Be part of a movement that empowers youth and strengthens communities against climate change. 🌍



UMBRELLA FOUNDATION

WE ARE HIRING



Looking for super creative to join our team

**Admin
Assistant**

**Paid
Internship**

**Share Your
CV**

Interested? Join us & Apply

umbrellasyldb2019@gmail.com