FINCO



Internship Opportunity

About FINCO

The Financial Industry Collective Outreach (FINCO) is a collaborative initiative pioneered by financial institutions in Malaysia with the guidance of Bank Negara Malaysia. Our big goal is to provide underprivileged children and youth with the guidance and educational tools they need to achieve their life goals.

Internship description

Are you looking for a values-driven organisation to gain work experience which will enhance your skills and employability and expand your networks?

We are looking for a **Communications and Events intern** to join us from **13 November 2023 to 8 December (4 weeks)**. **Working hours are from Monday to Friday 9am to 6pm** (this may vary during event days) and you will mainly work remotely but also spend one to two days a week in our KL office.

You will contribute to impact creation for our programme stakeholders which include students, mainly from low-income communities, and their teachers. Beyond qualifications, skills and attitude, we need someone who shares our goal of supporting young people from underprivileged communities to achieve their life goals.

If you are interested in applying, **send your CV and cover letter** to **info@finco.my** by **5pm on 6 November 2023** telling us about yourself and answer the following:

- Why do you want this internship?
- What do you want to gain?
- What can you contribute?

What can we offer you?

- An allowance of RM1,000 per month.
- The opportunity to hone your skills in project and event management, and social media content creation.
- Real-world experience in a small but professional working environment while learning about educational development.
- A chance to develop technical and transferable skills such as communication, leadership and risk management.
- The opportunity to increase your professional networks.

What will you be doing?

Your main role will be to assist the team in the delivery of **two year-end events and related communications**. As an intern you should be prepared to be flexible and help out with other activities if required. This will also help you to grow and learn.

Main duties will include:

- Attending planning and coordination meetings.
- Carrying out desk research.
- Preparing event documents.
- Assisting with event logistics.
- Creating social media posts.
- Collating and creating visuals and posters for events.
- Assisting with the coordination of programme participants during events.
- Communicating with stakeholders to gather information and confirm arrangements.

What skills, experience and attitudes are we looking for?

- A willingness to learn quickly!
- Able to work in a team as well as independently.
- Good problem-solving skills.
- Well organised and good attention to detail.
- Enjoys and can work responsibly with children.
- Confident in written and spoken communications and proactive in offering ideas.
- A good command of Malay and English.
- Ability to use Canva and follow branding guidelines.
- Experience of working on events.
- Familiar with Google and Microsoft Office.
- Familiar with creating engaging social media content.