



INTERNSHIP OPPORTUNITIES

Green & Sustainable Solutions: General

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Passionate to champion environmental sustainability? Want to find real solutions to today's biggest environmental issues? Start the change here.</p> <p>For our GSS interns, we offer a unique learning experience of combining facilitated on the job training, and development opportunities along with real working experience. The position involves work that challenges you, grows your skill sets in management and communications meanwhile involving you in networking and participating in social activities. While interning here, you'll have the chance to visit many beautiful places with many natural and cultural treasures for you to explore. This opportunity is perfect for those passionate to champion environmental sustainability and wants to spend time creating solutions.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a minimum of 3 months to gain full exposure of the team. • Preferably currently pursuing Diploma/Degree. High English proficiency (written and verbal).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Assisting in the administration and accounting tasks in management of the project. • Supporting the coordinator and the team in reporting and administration duties. • Coordinating with different departments within the organization ensuring the smooth running of the project. • Directly participating in the planning and organizing of awareness campaigns and other projects for recycling centers. • Assisting in the production of proposals and implementation of new projects.

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INTERNSHIP OPPORTUNITIES

Stipend / Allowance

This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

APPLICATION PROCEDURE

Closing date	On going intake
Addressee/email	Download application from website and send it to apply@sols247.org
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INTERNSHIP OPPORTUNITIES

Learning Center Project Administration

JOB DESCRIPTION

Summary	If you want to work administratively in an inspiring, fun and creative environment the Project 100 team has a great opportunity for you. By working with the project administration at one of our learning centers you will be the CDO's right hand and help out with necessary tasks such as monthly reporting, monthly happenings, networking etc.
Requirements	<ul style="list-style-type: none"> • Able to commit to a minimum of 3 months to gain full exposure of a learning center, its team and management • Preferably currently pursuing Diploma/Degree • High English proficiency (written and verbal)
Major/Discipline	Any major that pertains to the internship or whose skills match what we are looking for.
Skills	<ul style="list-style-type: none"> • Monthly progress reporting • Writing of attendance sheets • Impact analysis • Community project (once a month) • Network with authority and local leaders • Promote the program and recruit students • Updating of social media and photography • Any other necessary tasks as requested by his/her supervisor
Stipend / Allowance	This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

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INTERNSHIP OPPORTUNITIES

SOLS TECH: Business & Social Enterprise

JOB DESCRIPTION

<p>Summary</p>	<p>Are you a dynamic, fast-paced individual with the desire to help others? Do you possess fantastic communication and presentation skills? Do you have a passion for the world of business both corporate and not-for-profit?</p> <p>You will have the opportunity to work closely with stakeholders, donors and clients ranging from corporate agencies, government bodies and foundations. You will be involved in raising funds and pursuing income-generating activities, as well as writing proposals and designing presentations, which support SOLS Tech programs. These range from e-waste awareness and computer refurbishment to grass roots education projects and renewable energy initiatives. Apply today to take advantage of this amazing opportunity!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a minimum of 3 months to gain full exposure of the team. • Must have strong business writing skills. • Must have strong presentation skills. • Must be creative, focus and work without supervision. • Must have strong interpersonal skills and possess strong communication abilities both in verbal and nonverbal. • Have an understanding of non-profit business. • Ability to manage multiple projects. • Presentable and always ready for ad hoc meetings. • Must have the heart to serve the poor communities.
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>a) Managing relationships and expectations of any parties involved in SOLS Tech programs.</p> <ul style="list-style-type: none"> • Establishing and maintaining effective relationships with stakeholders, donors, government bodies and foundations. • Attending or participating in special events and promotions advocating to NGOs about SOLS Tech programs. • Collaborating with other departments in SOLS 24/7 in regards to communication, outreach, marketing and public relations. <p>b) Working closely with Managers to develop existing programs and launch new projects.</p> <ul style="list-style-type: none"> • Performing thorough market research for new project proposals and

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INTERNSHIP OPPORTUNITIES

	<p>presentations.</p> <ul style="list-style-type: none"> Assisting Program Manager in writing of proposals, presentations and grant applications. <p>c) Developing the SOLS Tech network of partners and supporters.</p> <ul style="list-style-type: none"> Actively seeking out new business opportunities and raising funds. Designing and implementing outreach and marketing activities, campaigns, and strategies to promote SOLS Tech programs.
Stipend / Allowance	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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English and Soft Skills Trainer

JOB DESCRIPTION

Summary	Are you flexible, motivated and responsible? Eager to learn and develop both professionally and personally? Experienced in teaching and able to work under pressure? Then this might be something for you!
Requirements	<ul style="list-style-type: none"> • Able to commit to a minimum of 3 months to gain full exposure of the team • Preferably currently pursuing Diploma/Degree • High English proficiency (written and verbal)
Major/Discipline	Any major that pertains to the internship or whose skills match what we are looking for.
Skills	<p>Scholar management</p> <ul style="list-style-type: none"> • University liaison – to see the performance of the scholars, to get the test and exam results of the scholars, to help to organize any milk around session. • Online resource portal – to update the online resource portal with relevant subjects according to the scholars course online. • Scholar management system – to update the background information of the scholars, to constantly update the academic progress of the scholars, to monitor and evaluate the performance of the scholars. • Support (academic, emotional and mental support) – to provide guidelines and professional advice on study methods, study circles, directing scholars who are in need of emotional support to the in house clinical psychologist. • Extracurricular activities and projects – plan and organize projects, community service, leadership activities and sports. • Grades monitoring and evaluation – monitoring the grades and see if there is a need to provide support. • Report to client – provide term reports to client quarterly, provide results and update, OPS meetings to update HLF. • Training & bridging program – provide two weeks of intensive training on English language, IT & computing and leadership and

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INTERNSHIP OPPORTUNITIES

	<p>character development.</p> <ul style="list-style-type: none"> • Training camps – intensive English and communication skills training, trainings on reading, writing, conversation, comprehension and presentation skills, train IELTS, SOLS IT and computing training on typing, internet, and Microsoft Office, software training and hardware maintenance, leadership and character skills, SOLS motivation training. <p>Changemakers</p> <ul style="list-style-type: none"> • Promotion and recruitment – prepare the promotion kit to promote the Changemakers program, conducting promotional activities, monitor online applications, interview potential candidates, finding external trainers and liaise with them. • Training and monitoring – SOLS English training, SOLS IT, computing and motivation training, monitor students activities and provide them with their needs. • Placement – placing Changemakers into our community centers (after completing the two months of intensive training Changemakers are required to do six months practical) Monitoring – to monitor their performance in training and while doing their practical.
Stipend / Allowance	This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

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Project Management Office

JOB DESCRIPTION

Summary

Are you a detailed-oriented person? Do you like process-driven tasks?

An internship within our Project Management Office (PMO) would offer you a challenging placement where you will gain great insight into our various programs from a project management perspective. Our PMO Department is responsible for collecting, processing and interpreting data of all programs, analyzing the trends and progress, identify whether program objectives are being realized, and finally translating this into structured reports and updates to internal and external stakeholders in a timely manner. As an intern in this department you will also be involved in the other administrative processes and you will be able to contribute towards the success of the NGO and all our programs.

The ideal candidate for this position would be someone who wants to use his or her skills and knowledge in business administration and passion for humanitarian work to contribute making a difference in the lives of underprivileged communities in Malaysia. We need a tenacious, punctual and flexible individual to assist our team. This could be you. Apply today!

Requirements

- Minimum Degree level
- Having excellent command of the English language
- Demonstrated excellent written and verbal communication skills
- Having strong analytical skills and interest in quantitative and qualitative approaches
- Structured, well-organized and having an eye for detail
- Adaptable and flexible attitude
- Ability to work independently as well as in a team
- Demonstrated interest in social work, NGO and poverty alleviation
- Open-minded and sensitive towards different cultures and religious beliefs
- Computer skills: good Microsoft Excel skills.
- Likes to work in an office environment and approach programs from a strategic and analytical perspective.

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Major/Discipline	Any major that pertains to the internship or whose skills match what we are looking for.
Skills	<ol style="list-style-type: none"> 1. Conduct impact analysis for all programs in SOLS 24/7 Malaysia <ul style="list-style-type: none"> • Refine logical frameworks of all programs during pilot period of impact analysis frameworks • Collect data on a monthly / quarterly / semi-annual / annual basis for all programs • Process and register data in database • Interpret and analyze data collected on a monthly basis • Identify success areas, challenges and possible improvements per program • Database management for all frameworks • Monitor the progress of programs and analyze whether projects are on track and objectives are being met 2. Report writing for internal and external stakeholders <ul style="list-style-type: none"> • Write and produce reports and updates for internal stakeholders • Write and produce reports and updates for external stakeholders 3. Provide training and support on reporting both on-site and off-site <ul style="list-style-type: none"> • On-site training: bi-monthly meetings, CDO training • Off-site training: visiting programs and centers • Phone and online support. 4. Developing templates (e.g. forms, surveys, reports) for various programs 5. Analyzing operational and administrative processes within the organization and produce Standard Operating Procedures (SOPs) for all departments <ul style="list-style-type: none"> • Analyzing current processes • Suggest process improvements if necessary • Produce SOPs, flowcharts and descriptions for all processes 6. Preparing organizational documents (e.g. presentations, project briefs) and assist with administrative correspondence <ul style="list-style-type: none"> • Writing letters for various purposes • Email correspondence • Translating documents from English to Malay (relevant for

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INTERNSHIP OPPORTUNITIES

	<p>locals only)</p> <ol style="list-style-type: none"> Assist with filing, registration and back up of documents, letters, and other administration. Other tasks related to project management and business administration upon request from supervisor.
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INTERNSHIP OPPORTUNITIES

Education: Scholar Management and Trainer

JOB DESCRIPTION

<p>Summary</p>	<p>Would you like to contribute to the professional development of scholars? Would you like the chance to have an impact on someone's life?</p> <p>Then the Education team at SOLS 24/7 is looking for you! The Education team provides English and personal development training to communities across Malaysia. During your stay you get the chance to meet eager, young Malaysians from different backgrounds. Do you think you would be an asset to our team, fill in our online application form!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of an Education team. • Preferably currently pursuing Diploma/Degree. High English proficiency (written and verbal).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Liaising with universities to assess the performance of the scholars • Updating the online resource portal with relevant subjects according to the scholars course outline. • Updating, monitoring and evaluating the performance of the scholars in the Scholar Management System • Providing academic support and acting as a point of contact for the scholars • Organizing projects, community service, leadership activities and sport • Providing reports for donors • Promoting and recruiting for the Changemakers Program • Contacting and liaising with external trainers • Providing SOLS English Training. SOLS IT & Computing Training and Motivation Training • Placing Changemakers into our community centers <p>Monitor the performance of the Changemakers both in their</p>

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	training at HQ and in their practical at the centers.
Stipend / Allowance	This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

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INTERNSHIP OPPORTUNITIES

Communications: Journalism

JOB DESCRIPTION

<p>Summary</p>	<p>Do you like to investigate more about a certain topic by checking the facts? Do you have an eye for a good story?</p> <p>Our journalism internship could be for you! You will have the opportunity to participate in every step of the creative process, from the solicitation of material to editorial meetings, fact-checking, proofreading and content dissemination. You will have the opportunity to gain experience in a dynamic and multicultural organization, and have the opportunity to engage with individuals from all walks of life as they collect and process content for the editorial section. You have the freedom to express your creativity either in text or visual style storytelling. Do you consider this awesome position as something for you? Apply now!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a minimum of 3 months to gain full exposure of the team • Preferably currently pursuing Diploma/Degree • High English proficiency (written and verbal)
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Writing and editing copy. • Proofreading and checking the accuracy of articles. • Researching images to use in our publications. • Planning and coordinating projects. <p>Researching and commissioning features and new titles.</p>
<p>Stipend / Allowance</p>	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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INTERNSHIP OPPORTUNITIES

Communications: PR & Events

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Are you direct, outspoken and do you like to network? Do you work hard and have a creative mindset?</p> <p>The PR & Events department in SOLS 24/7 Malaysia has great opportunities to offer you! Learn the ropes whilst picking up skills in PR & Events in a setting with a focus towards not-for-profit/welfare causes empowering the community around you. You are actively encouraged to be passionate about the way you carry out your job, offering ideas for improvement that would be considered. You will get every chance to explore and take on more responsibilities as you gain the necessary skills. You will be recognized for your creativity and dedication. Join our team and apply! You will have awesome daily work experience with supportive, inspiring and multinational colleagues!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of a PR & Events team. • Preferably currently pursuing Diploma/Degree. • High English proficiency (written and verbal). Skilled in using social media in a professional capacity.
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Attending events for networking purposes. • Facilitating and managing events. • Monitoring and collecting news media from print, online and television. • Conducting surveys and research on lifestyles/preferences of key stakeholders. • Collaborating with colleagues about exciting events and strategies.

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INTERNSHIP OPPORTUNITIES

Communications: Marketing & Social Media

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Do you have a creative mindset & good writing skills? Are you interested in social media?</p> <p>Apply for the SOLS 24/7 Malaysia Social Media team! Work in an area which is becoming ever more relevant in both the corporate and non-governmental sector. You will work alongside the communications team to prepare content for the organization's social media platforms and build their skills in one of Malaysia's largest NGOs. Engage stakeholders and new audiences with content that inspires, uplifts and gives clarity to relevant issues in society. While working in a multicultural and dynamic team, you will have the opportunity to lead campaigns and understand branding strategy.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of a Social Media team. • Preferably currently pursuing Diploma/Degree. • High English proficiency (written and verbal). Skilled in using social media in a professional capacity.
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of a Social Media team. • Preferably currently pursuing Diploma/Degree. • High English proficiency (written and verbal). • Skilled in using social media in a professional capacity.
<p>Stipend / Allowance</p>	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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Community Development Officer

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Are you creative, flexible, responsible and motivated? Are you able to work under pressure? Take a look at this opportunity!</p> <p>Develop both professionally and personally in a fun and creative environment. Become a stronger team leader and manager. Get training in techniques and methods for teaching.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Bachelors Degree academic qualification • Passionate about community development and helping the underprivileged • Work experience as well as leadership and management skills • Keen to further develop their personal and professional skills by stepping out of their comfort zone and challenge themselves during one year • Demonstrated interest in education, NGO and poverty alleviation issues
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>Community Development</p> <ul style="list-style-type: none"> • Daily management of a community center • Liaise and work with local community leaders for any administrative matters • Maintain good relationships with neighbors in the local community • Involve the community in activities such as sports, community clean up etc. • Preparation of reports and community center details to the admin and reports department at the HQ • Attend meetings at the HQ <p>Teaching</p> <ul style="list-style-type: none"> • Planning and preparing classes and group courses • Teaching according to the educational needs of pupils assigned to

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INTERNSHIP OPPORTUNITIES

	<p>him/her</p> <ul style="list-style-type: none"> • Setting and marking of work to be carried by pupils in and out of class • Assess and report on the development, progress and attainment of pupils <p>Other activities</p> <ul style="list-style-type: none"> • Promote the progress and well-being of individual pupils assigned to him/her • Provide guidance to pupils on both educational and personal matters • Give students advice on future careers (including information about sources for expert advice) • Participate in formal and non-formal functions for SOLS 24/7 Malaysia • Any other necessary tasks as requested by his/her supervisor
Stipend / Allowance	<ul style="list-style-type: none"> • This is a paid internship. The allowance package includes: paid volunteer position + smartphone + laptop provided. Food, accommodation and internal transportation will be provided to all CDO's.

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INTERNSHIP OPPORTUNITIES

Communications: Web Designer and Administrator

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Do you love to design and make things eye-catching? Are you creative and good with computers?</p> <p>Our web design internship is just for you! While the organization's core focus is on serving, educating and empowering those in need, you will be using your skills to bring grass root stories to key stakeholders, having the opportunity to work in an international and dynamic team of one of the largest NGOs in Malaysia. You will be involved with maintaining the branding and design strategy and will have the opportunity to play a key role in the communications department. Think you're up for the challenge? Apply today!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of a creative team. • Preferably currently pursuing Diploma/Degree. • High English proficiency (written and verbal). Good knowledge of Adobe software (Dreamweaver, Illustrator, Fireworks, and CMS).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Writing and editing content on and for our web platforms. • Designing web page layouts ensuring it is eye catching and serves its purpose. • Determining technical requirements. • Updating websites. • Creating backup files. • Solving coding problems.

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Graphic Designer

JOB DESCRIPTION

<p>Summary</p>	<p>Do you have artistic skills? Would you like to use your creativity to make documents more attractive and eye catching?</p> <p>The graphic design internship at SOLS 24/7 Malaysia could be a perfect for you! Our graphic design internship provides a wide range of projects and visual story telling opportunities for an intern who has a passion for creative expression. You would be working with one of Malaysia's most expansive NGOs, with a variety of projects under its belt. You will be part of a multicultural and dynamic team and having the freedom to take ownership and leadership roles for design related projects. Can't wait to be a part of our team and experience new opportunities? Apply today!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of a creative team. • Preferably currently pursuing Diploma/Degree. • High English proficiency (written and verbal). Good knowledge of Adobe software (Photoshop, Illustrator, Indesign and Fireworks).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Composing and planning work concept. • Illustrating concept by designing rough layout of art and copy. • Preparing finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors. • Preparing final layout by marking and pasting up finished copy and art. • Ensuring visual storytelling and branding is consistent for internal and external communications.
<p>Stipend / Allowance</p>	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may</p>

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INTERNSHIP OPPORTUNITIES

receive an allowance on a case-by-case basis.

APPLICATION PROCEDURE

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INTERNSHIP OPPORTUNITIES

Youth Development Centre

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Are you sociable and enjoy teaching? Would you love to contribute to the development of young Malaysians?</p> <p>Join our YDC team! The Youth Development Centre is a vibrant and multicultural educational environment. You will work closely with the experienced SOLS management and be immersed into the colorful world of non-formal youth education. We need lots of assistance maintaining and improving our positive and productive learning environment, ensuring students get a good standard of education in English, basic IT, Maths and general life skills. We welcome people from all walks of life, sharing experiences and knowledge with each other whilst on the job. Are you enthusiastic about this amazing experience? Apply today!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Able to commit to a min of 3 months to gain full exposure of the YDC team. • Preferably currently pursuing Diploma/Degree. High English proficiency (written and verbal).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<ul style="list-style-type: none"> • Supporting the SOLS management to implement our programs effectively and regularly report on any assigned duties. • Taking on responsibilities, projects and being creative and flexible in working towards the project goals. • Teaching English, basic IT, Maths, Comprehension, Communication, and Motivation amongst other subjects. • Establishing good, professional friendships with local teachers, trainees and students, creating opportunities for them to learn and grow. • Motivating, encouraging and seeking solutions to potential issues that arise.

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INTERNSHIP OPPORTUNITIES

	<ul style="list-style-type: none"> Getting stuck in with any work including cooking, cleaning, DIY etc.
Stipend / Allowance	This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

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INTERNSHIP OPPORTUNITIES

SOLS Tech: Marketing & Communications

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Do you have a creative mind-set? Good at writing and communicating? Are you confident and persuasive, or keen to develop your marketing and people skills?</p> <p>If so, then SOLS Tech is the perfect platform for you to do that, while contributing at large to the lives of underprivileged people across Malaysia. Plan events, network with international companies and set up collection booths in IT fairs and universities. Release your creative side by producing engaging media content that will be seen by thousands, with the aim to attract others to donate and support our programs. Represent SOLS Tech nationwide and engage companies and communities involved in the Tech cycle program. Work with us, help us make a difference, be a change maker in your society and help us to deliver technology and education to those less fortunate.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Good interpersonal skills. • Confident and self-motivated. • Able to communicate well in a professional environment. • Preferably currently pursuing Diploma/Degree. <p style="text-align: center;">Good English proficiency (written and verbal).</p>
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>a) Developing marketing and promotional materials.</p> <ul style="list-style-type: none"> • Gathering material to prepare engaging media content (video, photos, music). • Assisting with the design and development of promotional tools such as presentations, brochures, flyers, banners etc. <p>b) Implementing marketing strategies and communication plans.</p> <ul style="list-style-type: none"> • Identifying and engaging potential donors and partners to raise awareness and get companies to donate computers. • Establishing E-waste collections and awareness campaigns at IT

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INTERNSHIP OPPORTUNITIES

	<p>fairs, shopping malls and local universities.</p> <ul style="list-style-type: none"> Managing integrated social media campaigns to enhance SOLS Tech's online presence. <p>c) Communicating externally with key stakeholders and internally within the SOLS 24/7 network of community centers and underprivileged organizations.</p> <ul style="list-style-type: none"> Liaising and networking with existing partners, institutions and corporations. Sharing and collecting of information within SOLS 24/7 departments in Kuala Lumpur as well as over 40 Community Development Centers across Malaysia.
Stipend / Allowance	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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INTERNSHIP OPPORTUNITIES

SOLS Tech: Network & IT Technician

JOB DESCRIPTION

<p>Summary</p>	<p style="text-align: center;">Would you describe yourself as tech savvy? Do you enjoy taking digital devices apart and fixing them? Do you want to use your IT skills to change lives?</p> <p>Tech Cycle needs you! We're offering you the chance to refurbish digital devices that some people consider to be trash and then delivering upgraded and refurbished computer sets to underprivileged communities all over Malaysia. As well as empowering people with technology, you will also be involved in education at our Youth Development Centre in Kuala Lumpur. Here you will be able to teach your skills to underprivileged youths from many different cultures that also share a passion for technology. What are you waiting for? Apply today!</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Solid understanding of computer hardware. • Comfortable with communal living. • Preferably currently pursuing Diploma/Degree. Good English proficiency (written and verbal).
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>a) Refurbishing activities</p> <ul style="list-style-type: none"> • Collecting used computers and digital devices from companies, banks and offices. • Conducting CPU diagnosis, data erase, basic hardware repair, software installation, troubleshooting and quality control. • Preparing computer sets for donations and delivering them to underprivileged communities, orphanages, NGOs and social programs across Malaysia. <p>b) IT & Network Support</p> <ul style="list-style-type: none"> • Supporting the Youth Development Center in any hardware or software issues. • Ensuring that hardware, network and software at the YDC is

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INTERNSHIP OPPORTUNITIES

	<p>working properly.</p> <p>c) Educating students and participating in other programs at the Youth Development Centre.</p> <ul style="list-style-type: none"> • Encouraging, motivating and inspiring YDC students to pursue their goals in life. • Running weekly training sessions and workshops for the students enrolled at YDC. • To research, develop and test new IT modules that will be taught to students. e.g. networking, database etc.
Stipend / Allowance	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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INTERNSHIP OPPORTUNITIES

Tech Cycle: Outreach & Field Officer

JOB DESCRIPTION

<p>Summary</p>	<p>Do you have a creative mind-set? Good at writing and communicating? Are you confident, professional and keen to work closely with NGOs and local communities?</p> <p>If so, then Tech Cycle is for you. As an Outreach and Field Officer you will create, maintain and develop a network of deserving communities all over Malaysia. You will be responsible for identifying, engaging and delivering refurbished computers and IT solutions to underprivileged communities and NGOS around Malaysia. You will also have many chances to release your creative side by producing engaging media content that will be seen by thousands, with the aim to attract support from donors and local communities. Work with us, help us make a difference, be a change maker in your society and help us connect with communities and NGOs, which need technology and education to get themselves out of poverty.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Good interpersonal skills. • Confident and self-motivated. • Presentable and professional. • Able to communicate well with different groups in a community. • Preferably currently pursuing Diploma/Degree. <p>Good English proficiency (written and verbal).</p>
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>a) Developing SOLS Tech’s nationwide presence and impact</p> <ul style="list-style-type: none"> • Providing donors with inspiring material for their newsletters and CSR initiatives. • Attending technology orientated events to collect digital devices and network with potential donors and other NGOs. • To identify, network and engage new communities that would

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INTERNSHIP OPPORTUNITIES

	<p>benefit from SOLS Tech programs.</p> <p>b) Creating and maintaining relationships with grassroots projects and underprivileged communities across Malaysia.</p> <ul style="list-style-type: none"> • Liaising with Community Centers, NGOs, Welfare Homes and other underprivileged communities to provide them with donations and IT support as well as involving them in our educational programs. • Visiting nominated communities to conduct due diligence reports and provide feedback on donations, educational programs and community development. <p>c) Daily marketing and communications activities</p> <ul style="list-style-type: none"> • Collecting stories, photographs and feedback from students, local communities and NGOs. • Creating engaging media content for the website, social media and other communication channels.
Stipend / Allowance	<p>This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.</p>

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INTERNSHIP OPPORTUNITIES

IT Education: Program Development

JOB DESCRIPTION

<p>Summary</p>	<p>Are you good at writing and possess an excellent grasp of the English language? Do you want the chance to turn your passion for a technology related subject into a module, which will be used to help others find their own passion and pursue their dreams?</p> <p>Help us to develop and refine our existing IT programs, while having the freedom to pursue a subject you're passionate about (e.g. Photography, Graphic Design, Music Production). Eventually, use your knowledge to create a module, which will be used to educate and inspire people all over Malaysia in the subject that you're passionate about. As well as designing innovative new education materials; you will also have the opportunity to teach your skills directly in a variety of different cultural contexts, to youth which all share a passion for technology. Work with us, help us make a difference, be a change maker in your society and help us to deliver IT programs and technology related education to those less fortunate.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Good interpersonal skills. • Comfortable with communal living. • Preferably currently pursuing Diploma/Degree. <p>Good English proficiency (written and verbal).</p>
<p>Major/Discipline</p>	<p>Any major that pertains to the internship or whose skills match what we are looking for.</p>
<p>Skills</p>	<p>a) Developing and implementing core educational modules and supporting materials.</p> <ul style="list-style-type: none"> • Researching online for educational material and engaging media content. • Developing course outline and classes for JPK program (Computer Technician Program). • Teaching basic IT program at the Youth Development Centre and planning interactive exercises and activities to further enhance the student-learning outcome.

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INTERNSHIP OPPORTUNITIES

	<p>b) Developing and implementing a variety of new tech-related educational programs.</p> <ul style="list-style-type: none"> • Researching, developing and testing new IT modules that will be taught to students. (e.g. Networking, Web Design, Videography) and eventually duplicated nationwide. • Travelling to Community Centers across Malaysia to test and teach new IT programs. <p>c) Supporting Tech Cycle and the Youth Development Centre in other areas.</p> <ul style="list-style-type: none"> • Assisting the Tech Squad with nationwide collection and delivery of donated computers / digital devices as and when necessary. • Encouraging, motivating and inspiring underprivileged teenagers enrolled at the Youth Development Centre to pursue their passion for technology. • Planning and co-coordinating events, parties, performances and other activities at the Youth Development Centre.
Stipend / Allowance	This is an unpaid internship. Food and accommodation will be provided to all interns. Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.

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