**Position Description**

**Position Title:** Intern, **Innovate Bhutan**

**Duration:** Three months

**A. Background**

Bhutan Youth Development Fund (YDF) is a Civil Society Organization (CSO), founded in 1999, to serve the youth of Bhutan. Social Entrepreneurship is one of its core programs, and has a division responsible for development of social enterprises – called YDF Social Enterprises (YDFSE).Innovate Bhutan is one of the social enterprises under YDF. At iBhutan, we aim to wed social and business innovation and forge empowered leaders to create socially and environmentally innovative ventures in Bhutan.

**B. Job Purpose**

Innovate Bhutan (iBhutan) is looking for a proactive intern who can multitask and work well independently. iBhutan has identified areas of requirements to engage the intern to carry out certain duties for iBhutan and iBhutan’s CoWorks.

**C. Duties and Responsibilities**

* Assist in daily operations of Co-Working Space in adherence to the SoP.
* Assist in all the Programs of Innovate Bhutan.
* Assist in monthly routine payment requests, budget tracking and recording of Co-working space
* Perform other related administrative tasks as relevant
* Any other related duties as assigned

**D. Qualifications**

* Minimum high school graduate
* Ability to communicate in both Dzongkha and English
* Ability to work in a team and learn new things
* Ability to work well under pressure
* Ability to multi-task as well as work independently