

## **BCPN Internship Program 2023**

### **1. Background**

BRIDGE Club Professionals Network (BCPN) is a sub-organization of BRIDGE Club International Organisation (BCIO) where all the alumni members of the Asian Pacific Children's Convention (APCC) come under and BCPN is dedicated as a platform to connect its professional and student members via opportunities to exchange ideas, expertise, and experience for the professional and personal growth of the members.

Since the establishment of BCPN in 2015, it has given an emphasis on programs such as mentorships and internships for its members. Previously, BCPN has had a few internships within the network in various forms and notes. Although, this is the first call to recruit interns for BCPN itself, internally, and is believed to be a fruitful opportunity for interested candidates. This internship is titled "BCPN Internship Program 2023".

### **2. General scope**

BCPN Internship 2023 is aimed at young enthusiasts of APCC looking for an opportunity to further flourish their skills and expertise by contributing to a diverse network of professionals. It is a short-term internship with specific and well-defined roles and responsibilities (details in the next clause) under the direct supervision of the current Management of BCPN.

Most of the Intern's workload lies around content creation for the Public Relations (PR) of BCPN with a weekly timeline and a set of tasks for the given duration. There will be guidance and assistance provided by the assigned Executive Member(s) of the Management of BCPN.

The goal of this Internship is to make the engagement of BCPN members more meaningful in BCPN with the following objectives expected to be achieved:

- To raise awareness among BRIDGE Club (BC) members about BCPN and its programs
- To expand the network and encourage participation in the BCPN, by onboarding and engaging more members in its activities
- To promote inter-generational growth of the BCPN by training its potential future leaders
- To set a precedence for future internships programs within the BCPN

### **3. Roles and responsibilities**

The following well-defined roles are to be taken by the recruited Interns:

- Gather the information on BCPN, its past, and other relevant aspects needed for the content creation with the guidance of BCPN Executive Member(s)
- Develop the content materials for BCPN YouTube, Facebook, and LinkedIn with the instructions from the BCPN Management Team to the timeline set
- Upload the posts on all of the above media and assist BCPN Management Team in the promotion of the same timely
- Invite people to the BCPN's official LinkedIn page and increase the outreach on Facebook and YouTube to attain the targeted numbers
- Draft any emails or reports that may be needed in dispersing the content via email or website during the internship

The following responsibilities are to be entailed by the recruited Interns when performing the tasks hailing from the above roles:

- Collaborate with BCPN Management in any task that may arise with the responsibilities and cooperate with them to fulfill it
- Maintain the Code of Conduct of BCPN (to be shared upon selection) and other work ethics and etiquettes set by the BCPN throughout the internship
- Consult and coordinate with the overseeing Executive Member(s) of BCPN as and when required
- Provide constructive feedback at the end of the internship and report back to the BCPN Management Team

### **4. Duration**

The duration of this short-term internship is 6 weeks. The expected commencement date is 20th May 2023 for a period of 6 weeks till 30th June 2023 - in alignment with the summer holidays of most countries and regions of APCC.

### **5. Expected deliverables**

The following deliverables shall be the outcome of the internship and must be met within the stated timeline.

-Week 1:

- Make the BCPN Facebook page and YouTube channel live on the internet
- Develop 2 pamphlets or portfolios with two versions of quick and detailed read, covering major key points regarding BCPN for quick distribution

-Week 2:

- Start posting about BCPN - introduction, vision, mission, purpose, goals, the scope of work, and its programs [continued over the next page]

-Week 3:

- Start posting on past works of BCPN, performances, current BCPN program; BCPN STARS, and plans

-Week 4:

- Focus on inviting more audience to the BCPN LinkedIn page
- Reach a minimum of 500 Likes on the BCPN Facebook page
- Get at least 200 subscriptions to the YouTube channel

-Week 5:

- Continuation of Week 4 as above
- Disperse the information of BCPN over email to members of alumni and invite them to join BCPN

-Week 6:

- Continuation of Weeks 4 and 5 as above
- Develop lessons learned during the internship for future internship programs and report back to the BCPN Management Team in the format provided by them

## **6. Institutional arrangement**

The selected Interns will be working at their destination remotely. All roles will be performed via online medium and proper internet access is required to fulfil the roles and responsibilities. The Interns will be accountable to the BCPN Management Team for each of the deliverables mentioned above in clause 5.

Meetings may be held virtually with the assigned Executive Member(s) from the BCPN Management Team as and when needed.

This is an unpaid volunteer-based opportunity. Incentives in the form of APCC Database Doors+ points will be provided along with recognition. A certificate of appreciation will be granted by BCPN to the Interns successfully completing the BCPN Internship Program 2023.

## **7. Required skills and experience**

The applicants are expected to have the following requirements as skills and experience:

- Good English language skills with proper professional usage
- A knack for marketing
- Willingness to learn and advance
- Adaptability

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- Ability to independently use the following software(s)
  - Premiere Pro or similar software usage
  - Canva or Photoshop or Illustrator usage

Any other relevant additional skills or former experience in the field will also be considered as an added value.

## **8. Application and recruitment**

Both the student and professional members of the BCPN and BCIO are eligible to apply to this internship program. This includes any former Junior Ambassador, Peace Ambassador, Chaperone, and other APCC Volunteers from any country or region of APCC.

The application process is via a Google Form with key featured questions required for the recruitment being incorporated into the questionnaire. An acknowledgment of the application will be sent by the BCPN Management Team upon receiving the Application Form response. The Application Form can be accessed via the following link:

<https://forms.gle/nqNkRchCm8m9dcZF8>

The application is open from 28th April 2023 and the deadline for application is 10th May 2023, 23:59 (Japan Standard Time, GMT+9 hours). The applicants may be contacted for the interview during the recruitment process between 11 to 15th of May, 2023.

2-3 Interns will be selected for the program and the selected interns will sign a Code of Conduct by the BCPN to abide by throughout the internship program and afterwards. Following the signing, the internship will commence on 20th May 2023, for a period of 6 weeks till 1st July 2023.

*Should you have any questions or concerns regarding the BCPN Internal Internship - Summer 2023, please do not hesitate to contact the BCPN Management Team at [bc.professionalnet@gmail.com](mailto:bc.professionalnet@gmail.com).*