

New Campus

Host Employer:	NewCampus
Internship Position:	Intern (Programmes & Events)
Industry	Education/ Training/ Research
Department:	Product
Duration:	12 weeks
Internship Location:	Remote, Singapore (Some days of irl co-working)
Job Code:	A174a
Company Website:	https://www.newcampus.com/

NewCampus equips Asia's fastest-growing companies to scale their people and culture so that their teams can grow sustainably and perform at their best.

We're strengthening the startup ecosystem across the SEA region by connecting senior leaders and HR practitioners for mutual support, knowledge exchange and co-designing the future we want for our organisations and our cities.

We help startups with organisational development, performance management and leadership development spanning diverse industries including fintech, eCommerce, agri-tech, logistics, data & analytics and more.

Job Summary

Our programmes & events intern will join essential project teams serving clients in the design and delivery of virtual training programmes, combining versatile experiences from learning experience design, event operations, and social media promotion. You'll get to work with some of the fastest moving startups and learn about their complex challenges. Meticulousness and a love for interacting with people are important for this role.

Related Disciplines

FH, SHTM, FB

Key Duties and Responsibilities

1. Assist in the planning and execution of our customised training programmes and events (could be conducted in-person or virtually).
2. Coordinate with a variety of stakeholders and troubleshoot problems to ensure seamless and impactful experiences for our participants.
3. Support in building relationships between NewCampus and programme participants, facilitators and experts.
4. Gather feedback and insights to continuously improve program experiences
5. Collaborate with the Learning Experience Design team to design engaging and impactful learning experiences. Contribute ideas for innovative programme formats and content delivery methods to enrich our programmes

Essential Attributes:

1. Self-starter individual with a sense of motivation and initiative.
2. IT savvy with personal digital devices (laptop) to carry out work.
3. Excellent command of English and well-presented

Desirable Attributes:

Students majoring in education, communication, business is a plus.

Language Requirements

English (Spoken), English (Written)

Working Days and Working Hours

5 days a week, Monday to Friday, 10am-6pm with lunch break (flexible)

Benefits provided, if applicable

Flexible working hours