



<b>Host Employer:</b>	Yu Cai Foundation
<b>Internship Position:</b>	Internship
<b>Industry:</b>	Charitable organisation offering scholarships & sponsorships to students, teachers training and community welfare
<b>Department:</b>	Yu Cai Foundation ("YCF")
<b>Duration:</b>	Between early May to end Aug (minimum 6 weeks internship)
<b>Internship Location:</b>	Kuala Lumpur, Malaysia
<b>Job Code:</b>	A121
<b>Company Website:</b>	<a href="https://www.ycf.org.my/">https://www.ycf.org.my/</a>

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YCF is an approved charitable organisation with objectives to advance, uplift and benefit the underserved communities of Malaysia and to promote the learning of vernacular languages of Malaysia. YCF is committed to support the multilingual and multicultural facets of the Malaysian education system and to preserve our unique cultural heritage. Since 2015 Yu Cai Foundation has disbursed over RM25 million to more than 5,600 beneficiaries, providing scholarships and sponsorships, teacher training programs, STEM initiatives, school building funds and general welfare support.

### **Job Summary**

This position combines versatile experiences from the news analysis, event management to social media promotion. Interns will have a wide exposure as a programme executive and an event organiser. Good command of language and meticulousness are essential.

### **Related Disciplines**

MM

### **Key Duties and Responsibilities**

- 1) Assist in scholarship application processing & compilation
- 2) Assist in evaluation report writing and interviews outcome reporting
- 3) social media updates

### **Job Requirements**

#### ***Essential Attributes:***

1. Good command of English and Chinese
2. IT savvy, conversant with social media skills. Design knowledge and skills is a plus.
3. Courteous, meticulous, attention to details. Have good news sense in Malaysia's education and news affairs.

***Desirable Attributes:***

1. Students like to understand more about education related charitable works.

**Language Requirements**

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written)

**Working Days and Working Hours**

5 days a week, 9am - 6pm (Monday to Friday) with 1 hour lunch break

**Benefits provided, if applicable**

N/A