



Maya Universe Office: Amrit Marg, Thamel, Kathmandu 9813481304  
Maya Universe Academy: Byas-4, Udhin Dhunga, Byas, Tanahun 9814117106

**Background:** Maya Universe Academy is a youth-led movement that provides quality education to cash poor and marginalized communities in exchange for two days of volunteering through a range of free-private schools in Nepal. In its formative years, Maya utilized the parents' volunteering to build classrooms that were crucial for our education and to tend our farms that helped us sustain the school. As the school grew, we recognized the need for entrepreneurial ventures that would help us support the growing staff's salaries and the school's expenses. We ventured into jewelry making and agro-businesses and our current focus is on expanding Maya's Country Chicken, a free range chicken farm.

**Kathmandu-based Intern:** Maya Universe has recently opened its office base in Thamel, Kathmandu, from which the team handle social businesses pertaining to Maya Universe Academy, Co-ordination of volunteers, marketing and communications. The office welcomes interns throughout the year depending on their skills and interests. We ensure that interns are guided throughout the way but left to play with their creative minds and suggest ways of improvement and change.

**Internship with Maya Universe Office:** The team is small, dynamic and flexible. We encourage all involved (whether intern, employed or volunteering) to share ideas, develop new concepts and explore creative thinking. Internships are not paid at the moment. By taking pro-active roles in our start-ups, we ensure that interns are exposed to various business sectors, networking opportunities and most importantly learning by doing. All roles give possibilities to interns to grow within Maya Universe. Following the internship period, interns may discuss with management a long-term involvement plan.

**Working Hours:** Flexible (usually office / shop hours)

**Preferences:**

- Intern has his/her own mode of transport
- Graduated or is about to complete bachelor's level

**Must-haves:**

- Fluency in English
- Motivated and enthusiastic
- Creative in problem-solving
- Flexible timing – make sure your timetable works as well as your work duties. Balance!

We are currently looking for interns with interest in:

1. **Research:** desk and in-field research especially focused on the tourism and volunteering sector in Nepal. The intern/s duties include, but not limited to:
  - Identifying the sample audience
  - Developing questionnaire / interviews with target audience
  - Conducting the research
  - Reporting and data collecting
  - Assessment of findings



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The selected intern/s will be gain experience in conducting research, reporting and assist in recommendations, gain in-depth knowledge about the tourism and volunteer sector, and meet with industry experts.

2. **Sales & Marketing:** At Maya, parent volunteers and a small group of local women produce affordable handmade jewelry and others which we sell into market. The Interns duties, together with the management team, include, but not limited to:

- Assist in setting up the company (registrations, fair trade certifications etc)
- Identifying new clients, locally and internationally
- Merchandising and marketing at the Point of Sale (with regard to local re-sellers)
- Setting up online shop
- Communicating with customers and re-sellers (B2B and B2C Marketing)

The selected intern/s will understand better the local and international market place in the handicraft sector. He/she will learn how to conduct business, be involved negotiating price and volume levels as well as get in touch with consumers. This role requires a person who is an all-rounder and wishes to learn all aspects of the business from admin to logistics, supply and marketing.

3. **Social Media Marketing:** Maya promotes itself as a school, a volunteering space, a business, a farm and more through social media. We are seeking an individual with an interest in digital marketing and social media marketing, with the guidance of the management team, to

- assist in developing an online strategy
- manage social media pages and website
- manage online listings
- report campaign effectiveness and insights

It's a perfect place to explore the online marketing channels, put book-learnt theory into practice.

4. **Self-designed Internships:** Maya is a school, a farm, a youth organization, an entrepreneurial hub and many more things. We work with and in rural communities to provide quality education while generating rural employment. It is quite possible that any interest related to development, education and entrepreneurship can be explored here. So, if you have a research project or want to design your own community project, you can reach out to see if Maya could be the partner for your self-designed internship.

5. **Teaching (Location-based: Tanahun / Udaypur):** Maya offers an exciting and challenging teaching experience for undergraduate and graduate students. The goal of the volunteer teaching program is to provide **English speaking** on-site teachers for one of our three schools. These volunteers work closely with our students and we expect them to be strong role models for our students and serve as resources and work collaboratively with our school staff and communities to strengthen and improve our school education.



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Apply / Contact us Here:

E: [mayauniverseacademynepal@gmail.com](mailto:mayauniverseacademynepal@gmail.com)

W: [www.mayauniverseacademy.org](http://www.mayauniverseacademy.org)

Facebook: [www.facebook.com/maya.universe.academy.nepal/](http://www.facebook.com/maya.universe.academy.nepal/)

Mobile: 9813481304 (Hannah) 9814117106 (Manjil)

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