



## COMMUNICATIONS INTERN

<b>Date of Issuance:</b>	<b>9<sup>th</sup> June 2020</b>
<b>Closing Date:</b>	<b>23<sup>rd</sup> June 2020</b>
<b>Duration:</b>	<b>3 Months Starting July 2020</b>
<b>Opportunity:</b>	<b>Communication Intern</b>
<b>Duty station:</b>	<b>Nairobi</b>
<b>Organization:</b>	<b>The Youth Agenda</b>
<b>Accountable to:</b>	<b>Communications Officer</b>

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### **Background**

Youth Agenda (YAA) is an independent, national, non-profit, non-partisan youth led and youth serving organization founded in 1996. Sparked by evidence exclusion of youth in spheres of life

and fueled by a passion for the 'total' youth. Youth Agenda's mission is to make the youth factor count by influencing, linking and enhancing youth access to social, economic, cultural and political opportunities.

### **Opportunity Summary**

Youth Agenda is looking for a Communications Intern who is expected to provide Communications support role to the organization.

The intern will have the following main duties:

1. Implementation of the communications strategy consistent with the organization's mission, key messaging, core outcomes and area of excellence.
2. Develop written stories, photos and videos to support visibility, fundraising, PR, advocacy, sponsor care at the international and national level.
3. Prepare, design and distribute information, education and communications material to target audiences.
4. Assist with the coordination, logistical preparation and covering of YAA events.
5. Identify and seize media opportunities to promote YAA's programs, and handle queries by news media in a timely and appropriate manner.
6. Take and edit programs and events photographs and videos and upload on YAA's website and social sites.
7. Develop content for YAA's social media accounts and update these platforms.
8. Oversee and maintain online outreach and produce information materials for public
9. Oversee and manage content of YAA's media platforms including website.

10. Lead in the preparation of technical briefs, annual technical reports, human interest or case stories, photos, press releases, newspaper articles and e-bulletin/newsletters.
11. Assist with writing of speeches for the Office.
12. Build communications partnerships and media alliances.
13. Identify innovative opportunities and new communications tools and platforms which can serve to highlight the work of YAA.
14. Support in the design and development of project proposals

### **Personal Specification**

- Candidates must have in their possession a University degree in mass communication or equivalent of the same.
- Candidate must have skills in Graphic design and publishing software.
- Have photography and or Videography skills.
- Good Communication skills.
- Have skills in developing success stories and managing social media sites.
- Personal initiative; ability to work both independently and in a team;
- Ability to clearly and concisely convey information to others.
- Deep interest in governance and social economic development of youth in Kenya
- Candidates must be below 30 years of age

### **Applications**

If you meet the above qualification send your cover letter, curriculum vitae with contact details of three professional referees and documents to [recruitment@youthagenda.org](mailto:recruitment@youthagenda.org) by COB 23<sup>rd</sup> June 2020.

### **Note on the Subject Line of the Email; Communications Intern**