

<b>POSITION</b>	<b>Communications Intern</b>
<b>REPORTS TO</b>	<b>Resource Mobilization &amp; Communication Manager</b>
<b>LOCATION</b>	<b>Nairobi</b>
<b>DIRECT SUPERVISEES</b>	<b>None</b>
<b>RELATIONSHIPS</b>	<b>All departments to ensure seamless flow of HFHK communication activities</b>
<b>CATEGORY</b>	<b>New position</b>
<b>DATE / PERIOD</b>	<b>January 2017 – March 2017 (Renewable subject to T&amp;C)</b>

**Job Purpose**

The Communications Intern supports and contributes to the development, management and monitoring of HFHK's overall communication processes, materials and activities.

**Key Responsibilities**

- Support development of creative ways to document programmatic processes, successes and achievements (e.g. through photos/graphics/case stories, in periodic newsletters, brochures, briefs, website, social sites etc.)
- To support in the production of communication material e.g. brochures, newsletters, annual reports, etc.
- Assist and support the various HFHK teams in brand adherence (reports, templates, color, publications, etc.)
- Support in content maintenance, updating and monitoring/activity tracking of HFHK social media sites (Facebook, Twitter, Instagram, etc.)
- Assist the planning of HFHK events, in particular regarding the design and production of materials, media coverage and documentation of the event.
- Assist in sorting, storing and maintaining data base of photographs of projects and their activities
- Support the review, update and management of HFHK contact database (partners, donors, affiliates, etc.)
- In liaison with the Communication Manager, maintain HFHK's regular contact and engagement with donors, tithers and partners.

**KEY PERFORMANCE MEASURES / INDICATORS**

- Regular update of website and intranet.
- Compliance to branding standards.
- Monthly activity reports on achieved targets.
- Regular publication / dissemination of internal / external briefs.
- Prompt updating of donor database.
- Updated tracking of communication with donors.

**QUALIFICATIONS**

- University Degree in Communication, Public Relations; or equivalent (*current student or graduate*)

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

- Excellent spoken and written English: general ability to express clearly and concisely ideas and concepts in written and oral form; specific skills in writing articles/stories for traditional and electronic media.
- Knowledge of how to present information to different audiences including general public, media, community, government/high level decision-makers, etc.
- Skills in communication programs.
- Knowledge of photography and digital camera use
- Ability to produce analytical and well-presented publications.

- Good interpersonal skills: the ability to communicate clearly and effectively at all levels, taking into account cultural and language difficulties
- Sound I.T skills and especially desktop publishing, database management and website management

**EXPERIENCE**

- Website management experience; comfort with social media tools and new media technology; experience with graphic/production design and/or desktop publishing.
- Ability to listen to and support programme staff and partners, and to work with communities in a sensitive and participatory manner.

**OTHER INFORMATION**

- Confidentiality
- Honesty
- High levels of integrity