



## Organization Background

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC is currently implementing several long-term programmes including AgriBiz, supported by the European Union (EU) and DANIDA. GreenBiz Programme supported by DANIDA, Productive Use of Solar Energy (PUSE) supported by the Charles Stewart MOTT Foundation, the Sustainable Waste Innovation for a Future in Transition (SWIFT) supported by IKEA Foundation.

KCIC is recruiting **one (1)** Communications Intern (PR and Digital Media) to support the communications function.

## JOB DESCRIPTION

<b>Role Title:</b>	Communications Intern	<b>Reports to:</b>	Communication & KM Officer
<b>Directorate</b>	Corporate Services	<b>Department:</b>	Corporate Services
<b>Country:</b>	Kenya	<b>Location &amp; Work-Related Travel:</b>	Nairobi
<b>Direct Reports</b>	N/A	<b>Others Reporting Indirectly</b>	N/A

### Job Summary:

The Communications Intern will assist the KCIC communications function through public relations and digital media activities. This role offers an opportunity to gain hands-on experience in PR, social media management, content creation, and digital marketing.

### Key Responsibilities:

#### 1. Public Relations:

- Assist in drafting press releases, media alerts, and other PR materials.
- Help in building and maintaining relationships with media contacts.
- Monitor media coverage and compile media reports.

#### 2. Digital Media:

- Support the management of KCIC's social media accounts (e.g., Facebook, Twitter, LinkedIn, Instagram).
- Create and schedule engaging social media posts that align with KCIC's communication strategy.
- Monitor social media trends and analytics to optimize content and engagement.



### 3. **Content Creation:**

- Assist in writing and editing blog posts, newsletters, and other digital content.
- Help in producing multimedia content including videos, podcasts, and graphics.
- Consistency of all content with KCIC's voice and branding.

### 4. **Event Support:**

- Assist in the planning and execution of KCIC events, including webinars, workshops, and press conferences.
- Provide support in creating event promotional materials and post-event reports.

### 5. **Administrative Support:**

- Maintain the communications calendar and assist in coordinating communication activities.
- Support the communications team with various administrative tasks as needed.

### **Qualifications:**

- Degree program in Communications, Public Relations, Digital Media, Marketing, or a related field.

### **Experience**

- Digital native, fluent in tech and familiar with social media platforms
- Basic knowledge of graphic design and video editing is a plus.

### **Functional Skills**

- Planning and organization
- Good Video editing skills
- Good Written and Verbal Skills
- Social Media management
- Ability in using graphics design software

### **Behavioral Skills**

- Professionalism and integrity
- Interpersonal skills
- Creativity and Innovation
- Adaptability and Reliability
- Teamwork

### **How to Apply**

Interested candidates are invited to send the completed KCIC Employment Application Form as per the link below, together with their updated resume and cover letter detailing experience relevant to the role, current and expected salary, daytime telephone contacts, and names of three professional referees.

### **[Employment Application Form](#)**

Closing date for applications is **Friday, 14<sup>th</sup> June 2024**. Only shortlisted candidates will be contacted.

**Kenya Climate Innovation Center is an equal opportunity employer**