

20 November 2024

TERMS OF REFERENCE FOR COMMUNICATIONS INTERN

Position Title:	Communications Intern
Program Duration:	6 months (2025)
Reporting To:	YSK Head of Partnerships
Remuneration:	KES 25,000 per month
Location:	Nairobi, with fieldwork across selected counties in Kenya

Background and Objectives

Since its formation in 2017, Young Scientists Kenya (YSK) has been empowering young people to transform lives through Science, Technology, Engineering and Mathematics (STEM). Its mission is to inspire and empower the next generation of young scientists, innovators and entrepreneurs to transform their local and global communities through STEM. YSK does this through three programs – STEM Outreach and Mentorship, the National Science and Technology Exhibition, and a STEM Bootcamp.

To date, we have reached over 250,000 secondary students from over 850 schools in all 47 counties, and our “Leave No Learner Behind” campaign aims to impact the most disadvantaged students with dedicated and tailored mentorship in collaboration with strategic STEM and technology partners. YSK sparks young Kenyans’ interest in STEM subjects and careers, build their confidence and ability to solve complex problems and, overall, provide an enabling environment for learning and innovation.

YSK requires a Communications Intern who will support YSK in coordinating communications activities including; marketing of YSK’s events and program’s reach and impact, membership development, fundraising support and general outreach activities.

Roles and Responsibilities

- Work with YSK’s Head of Partnerships and YSK’s Communications Consultant to implement the communications strategy.
- Support day-to-day communications tasks while ensuring that the YSK brand is adhered to and represented effectively.
- Develop a wide range of communications including marketing materials, e-newsletters, electronic media, reports, press releases, articles, brochures, videos, social media messages.
- Develop YSK’s online presence using the YSK website and social media.
- Work closely with the programs teams to create effective communications for activities related to YSK’s events.
- Ensure adherence to safeguarding guidelines for working with children and vulnerable adults
- Work with YSK staff in the communication and promotion of ongoing and new training projects.



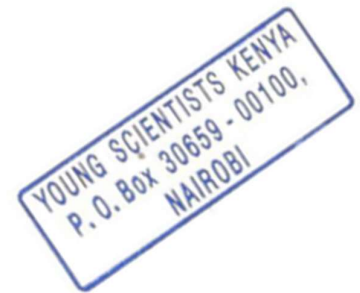
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Qualifications and Experience

- Graduate in Business, Communications, Information Technology, Journalism or a related field.
- Experience working in a communications, marketing, development role an asset.
- Excellent written communication skills with experience writing content for a wide range of purposes.
- Experience and knowledge of social media strategies and digital/multimedia communications strategies and tools.
- Graphic design skills, website editing skills (working knowledge of content management systems) and event planning experience an asset.
- Basic understanding of web marketing and Google analytics is a plus;
- Exceptional customer service and problem-solving skills.

Competencies

- Active on social media
- Skilled in data collection and reporting.
- Team-oriented and able to work in diverse cultural contexts.
- Self-starter, proactive, and resourceful.
- Flexible and able to work to tight deadlines with a positive disposition.
- Works well on their own initiative and with others; and
- Energy, enthusiasm, and a good sense of humour.



Application Process

Interested candidates should submit the following documents:

- A detailed CV highlighting relevant experience.
- A portfolio of Comms materials developed.
- A cover letter explaining how your qualifications align with the role.

Applications should be sent to procurement@ysk.co.ke by **27th November 2024 at 11:59pm**

Please use “Communications Intern – Your Name” as the subject.

Young Scientists Kenya is an equal opportunity employer. Canvassing is grounds for disqualification.