

<b>Role Title:</b> Communications Intern	<b>Division:</b> Public Affairs	<b>Location:</b> Kenya	<b>Date:</b> May 2025
<b>Employment type:</b> Internship	<b>Reports to:</b> Global Communications Advisor	<b>Number of direct reports:</b> 0	<b>Leadership Band:</b> Leads Self

## Purpose of the role:

The communications intern – To assist in the creation, coordination, and dissemination of internal and external communications that align with the organisation's brand and messaging.

Working with the Global Communications Advisor to support the communications team in executing strategies that enhance an organisation's image, engage stakeholders, and promote its goals

## Purpose of the role:

The **Communications Intern** will own the outcomes of:

1. Acting as first point of call for clinical and medical advice which supports in-country programs.
2. Content Creation: Assist in the collection, writing, and development of engaging content for various platforms, including human interest stories, press releases and other communications-related materials.
3. Media Relations: Assist in building and maintaining relationships with media outlets and journalists, and in organising media coverage.
4. Administrative Support: Provide general administrative support to the Communications department, including organising meetings, maintaining files and images, and managing calendars.
5. Distribution Support: Assist with the distribution of IEC materials to our partners.
6. Brand Compliance: Ensure that staff are familiar with and adhere to FHF brand guidelines.
7. Event Planning and Promotion: Assist with the planning and promotion of program events.
8. Content Gathering: Actively contribute to content gathering missions by capturing videos and photographs. Collaborate with the Communications team to edit and produce compelling videos and photographs for dissemination on various social media platforms.
9. Visibility Concept Development: Closely collaborate with the Global Communications Advisor to develop impactful visibility concepts for FHF and its donors. This will involve creating visually appealing materials such as banners, posters, brochures, and other visual aids to effectively communicate FHF's activities.

## Skills:

- Professional writing and editing
- Strategic thinking and branding
- Digital marketing and analytics
- Public relations and media engagement
- Team collaboration and project management

## Essential Experience:

### Writing and Editing

- Experience writing articles, blog posts, or academic papers.
- Proofreading and editing for grammar, clarity, and tone.

### Social Media Management

- Familiarity with platforms like Instagram, Twitter, LinkedIn, and Facebook.
- Experience creating or scheduling posts, even for personal or school projects.

### Content Creation

- Basic graphic design using tools like Canva or Adobe.
- Creating visual or written content for newsletters, websites, or campaigns.

### Research and Analysis

- Conducting research for school projects or reports.
- Analysing communication trends or audience engagement.

### Team Collaboration

- Working on group projects.
- Participating in brainstorming sessions or campaign planning.

### Event Planning or Support

- Helping organise events, webinars, or community outreach.
- Assisting with logistics, promotion, or follow-up communications.

### Digital Tools Proficiency

- Familiarity with Microsoft Office (Word, PowerPoint, Excel).

## Qualifications:

## Desirable Experience:

**Pursuing or recently completed** a degree in:

- Communications
- Public Relations
- Journalism
- Media Studies

**Travel:**

International / Domestic

**Previous Internship or Volunteer Work**

- Experience in a communications, PR, or media-related role.
- Volunteering for organisations, NGOs, or events with communication responsibilities.

**Multimedia Skills**

- Experience with video editing, podcasting and photography.
- Familiarity with tools like Adobe Premiere Pro, or Final Cut.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is not recognised as having “Contact with Children” either direct or indirect  
This position does not involve “Working with Children” either direct or indirect

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in the country where this role will be based.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children