

VACANCY: COMMUNICATION AND MEDIA INTERN

INTRODUCTION

Centre for Enhancing Democracy and Good Governance (CEDGG) is a grass root civil society organization that works to empower vulnerable and marginalized citizens to claim their rights in local development and governance processes. CEDGG has been operating since 2001 and legally exists as a Non-Governmental Organization. Our head office is in Nakuru Town - Nakuru County, Republic of Kenya. Our programs cover the following counties Nakuru, Baringo, West Pokot, Elgeyo Marakwet, Turkana, Laikipia and Kericho.

INTERNSHIP OFFER AND PURPOSE

CEDGG seeks to engage a Communication and Media Intern to be part of the Programmes team on a full-time basis for 3 months with a possibility of extension for another non-renewable 3 months.

We offer internship opportunities to qualified university graduates who have just or recently completed their studies. All intern placements require a commitment of a minimum of 3 months and maximum of 6 months.

Description of main duties or tasks to be performed by the job holder

- ❖ Update and maintain CEDGG social media presence on Twitter and Facebook.
- ❖ Graphics design, photography, video filming, video editing and production of short organizational videos from project events, advocacy campaigns etc.
- ❖ Update the CEDGG website when needed.
- ❖ Assist in planning, writing and managing the monthly e-Newsletter.
- ❖ Draft, distribute and pitch press releases and statements, media alerts and other stories.
- ❖ Assist in developing programmatic and institutional stories of change/ Impact stories in various formats
- ❖ Support Publishing of CEDGG's impact stories on mainstream and social media platforms
- ❖ Designing and development of IEC materials such as flyers, brochures and posters.

- ❖ Organize the distribution of CEDGG publications to stakeholders, and maintain up to date records on the same.
- ❖ Assist in the organization of CEDGG meetings, forums, workshops and conferences by sending invitations, and mobilizing participants and the media.

Desirable Qualifications and Attributes

- ❖ Must have a Basic Degree in Mass Communications, Journalism, or Public Relations from recognized institution of higher learning.
- ❖ Must be computer literate (working knowledge of word processing, graphics, PowerPoint, Excel).
- ❖ Must have knowledge on new media, digital publishing, website management, skills on
- ❖ YouTube uploads as well as social media page management and firm grasp of available tools and platforms in the social media space.
- ❖ Must have good Communication and Interpersonal skills and demonstrate an excellent team spirit and ability as a team player.
- ❖ Must demonstrate an ability to write reports, press releases and news story articles.
- ❖ Must demonstrate professionalism, ready to learn and take initiative.
- ❖ Must be committed to service excellence.
- ❖ Previous internship or related experience in communications is a plus.
- ❖ An effective communicator, both written and oral.
- ❖ Ability to communicate in a professional manner with press and civil society contacts.
- ❖ Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- ❖ Enthusiast to the mission and vision of CEDGG.

If you meet the requirements for the position, please e-mail your application to jobs@cedgg.org with the Subject **COMMUNICATION AND MEDIA INTERN** as the subject line. In your application, include a motivation letter (one page), recommendation letter from University or previous place of attachment/Internship and detailed curriculum vitae with three referees.

The application should reach us by **17:00 EAT on Friday 14th July, 2023.**

Please note that applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted for interviews. CEDGG is an equal opportunity employer and does not solicit any fees for employment or internship opportunity.