



**POSITION TITLE: COMMUNICATIONS INTERN**

**Vacancy no:** KE 009

**Location:** Kenya Country office, Nairobi

**Reporting to:** Communications Officer – East Africa

**Expected start date:** 13 August 2018

**Type of contract:** 3 months

**BACKGROUND**

Wetlands International is the only global not-for-profit organisation dedicated to the conservation and restoration of wetlands for people and nature. Wetlands International Kenya was registered in 2011 and oversees the Eastern Africa operations in Kenya, Uganda, Ethiopia and South Sudan. It is one of 19 offices around the world; our head office is based in the Netherlands and our Africa regional office is in Senegal. Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. In our disaster risk reduction work, we work from the principles that environmental degradation can lead to disasters and aggravation of hazards, and that the sustenance and restoration of healthy ecosystems are key to reducing disaster risk and improving livelihood resilience. See our website [<https://africa.wetlands.org/east-africa>] for more information on the values, strategies and policies that guide our work.

In order to strengthen our communications department, the Wetlands International Office in Kenya is seeking a public relations and communications intern. This is a temporary position. Under the direct supervision and guidance of the Communications Manager Eastern Africa, the intern will assist the Team in various activities related to the Wetlands International communications activities. This position forms part of Wetlands International's Communications Team and entails supporting the staff members with their communication needs so as to add value, help achieve outcomes and showcase successes in a tangible and meaningful way.

**Coordinates with:**

*INSIDE Wetlands International:*

East Africa Team; Communication Officer – East Africa

*OUTSIDE Wetlands International:*

Governmental representatives, partner organisations, media (under the guidance of the Communications Officer)

**RESPONSIBILITIES**

- To contribute to the content on the Wetlands International Eastern-Africa website, by providing up to date content
- To lead on the collation of information and feedback on Wetlands International's activities and the collation of personal stories/case studies
- Knowledge management; Develop and manage a resource centre (library) system both virtually and physically
- Developing and editing publicity and communication materials
- Assist in organising Wetlands International events / workshops as necessary
- To contribute to the production of our e-bulletins
- Facilitate knowledge sharing: Responsible for receiving, managing and disseminating information on the organization with staff and partners to provide a steady flow of news and stories for website/publications, keeping them aware of communication initiatives undertaken
- Manage online visibility; Using Use different social media platforms to create dialogue around our work as well as other topical issues
- Media engagement; Ensuring engagement with all forms of media to facilitate constant coverage of the organization i.e newspapers and TV stations
- Carry out other general communications tasks that may arise or as will be assigned by the supervisor

#### **SELECTION CRITERIA**

- The intern should have demonstrated experience of communications, journalism, content management, social networking and partnership development
- Minimum of a diploma in PR, Communications, journalism, Web Graphic Design. Candidates with a degree or working towards a degree in the above will have an added advantage
- Excellent writing skills
- Relationship building skills
- Flexible and able to multi task
- Creative design skills
- Social media skills
- Able to deliver under minimal supervision
- Knowledgeable/Key contacts with media outlets
- Negotiation skills
- Experience in a similar position.

#### **Learning Elements**

- Increased understanding of Wetlands International's work;
- Learning different aspects of communication and media including graphics design, media relations, partnerships and networking, reporting and documentation;
- Meeting and networking with different stakeholders; and
- Work as a team member.

#### **METHOD OF APPLICATION**

Applications should consist of a CV and covering letter and be emailed to [kenya@wetlands-africa.org](mailto:kenya@wetlands-africa.org) with a copy to [communicationsEA@wetlands-africa.org](mailto:communicationsEA@wetlands-africa.org) with the following subject line: Internship – Public relations and communications, no later than 5pm on 31<sup>st</sup> July 2018.