ANGLICAN DEVELOPMENT SERVICES (ADS) KENYA INTERNSHIP OPPORTUNITIES

About us

Anglican Development Services (ADS) Kenya is the social transformation arm of the Anglican Church of Kenya. The company's primary objective is to spearhead positive social transformation in the country. ADS KENYA purposive approach to her mission is by building partnerships with communities and enabling them to exercise their God given potential in addressing their needs. The company has a national coordinating office and nine county level ADS subsidiaries spread across the country. The corporation social transformative interventions include: Community Development; Advocacy; Climate Change Adaptation; Institutional Strengthening and Capacity Development; Knowledge Management, Research, Communication and Documentation.

ADS KENYA is seeking to engage the services of University graduates in a one year internship programme. The programme is designed to expose the candidates to business and practical work experience. It is further designed to expose the candidate to sound value systems and character formation.

COMMUNICATION INTERN

Brief description

The position of Communication Intern consists of the implementation as part of the team, ADS KENYA communication strategy. The role will support ADS KENYA in effective and timely communication whilst at the same time supporting income growth by supporting digital and online fundraising efforts of the establishment.

Tasks

- Work as part of a team to develop strategies and create content to support ADS KENYA advocacy objectives
- Work as part of a team to develop and maintain relationships with print and electronic media outlets
- Take part in the production of communication materials including monthly E-newsletter, sector bulletins, brochures and promotional materials
- Contribute to the development and delivery of communication strategies for ADS KENYA events, forums and policy submissions
- Develop and or edit publications
- Maintain oversight of ADS KENYA and ACK websites, including updating relevant information
- Work as part of the team to develop, implement and evaluate social media strategy in consultation with the Finance & Administration Manager
- Develop online communication materials including video content
- Support the maintenance of core contents to the websites
- Support content generation for the website by the fundraising and programs teams e.g. new stories, case studies etc.
- Manage and optimize ADS KENYA activities for the website and track web traffic against targets using google analytics

- Support ADS KENYA with the development of digital fundraising e.g. online advertising, google pay per click etc.
- Support ADS KENYA's strategic communications by use of such platforms as Twitter, Facebook, YouTube, LinkedIn
- Monitor adherence to ADS KENYA brand for all external communications
- Support by ensuring that all staff are trained and supported in brand guideline implementation e.g. ensure branded templates are in place
- Increase awareness of the general public through the management and development of our offline public presence and profile
- Support the production of content for external media briefs e.g. press releases

Qualifications and requirements
- A bachelor's degree in a communication related degree;
- Flare of writing concise and compelling stories
- Advanced knowledge of using window operating system and Microsoft office software including word, PowerPoint, Excel and Project
- Experience of promoting Social media
- Experience of website CMS
- Experience and or knowledge of Search Engine Optimization SEO
- Experience and or knowledge of producing press releases, articles, newsletters or presentations
- Knowledge and or experience of Adobe Photoshop, Adobe Acrobat, InDesign (or similar design software)
- Ability to use video cameras and edit videos
- E-marketing experience
- Use of Google Analytics or other website tracking systems
- Experience of photo database management
- Preferably an Anglican and a born again Christian
- A letter of recommendation from your local parish priest
- A letter of recommendation from St. Paul's University Management
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Competencies
- Attention to Detail — the role requires being careful about detail and thorough in completing work tasks.
- Analytical Thinking — the role requires analyzing information and using logic to address work-related issues and problems.
- Dependability — the role requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity — the role requires being honest and ethical.
- Initiative — the role requires a willingness to take on responsibilities and challenges.

Lines of communication
The role reports to Finance & Administration Manager

ICT INTERN

Brief description

The position of ICT intern consists of developing and designing web applications and updating web sites, creating and specifying architectural and technical parameters, and directing web site content creation, enhancement and maintenance.

Tasks

- Analyze user needs to determine ICT technical requirements;
- Back up files from web sites to local directories for instant recovery in case of problems;
- Confer with management teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions;
- Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media;
- Develop or validate test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types;
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards and is compatible with browsers, devices, or operating systems;
- Identify problems uncovered by testing or management feedback, and correct problems or refer problems to appropriate personnel for correction;
- Maintain understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups;
- Perform or direct web site updates;
- Write, design, or edit web page content, or direct others producing content.
- Regular maintenance of computer hardware and operating applications
- And any other official duty delegated by the official supervisor.

Qualifications and requirements

- A bachelor's degree in a computer-related field or equivalent;
- Knowledge of various programming languages, and ability to use logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Ability to analyze needs and the product requirements to create a design, and ability to give full attention to what other people are saying.
- Preferably an Anglican and a born again Christian
- A letter of recommendation from your local parish priest
- A letter of recommendation from St. Paul's University Management

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Lines of communication

The role reports to Finance & Administration Manager

Working conditions

The ideal candidate will serve for a one year nonrenewable contractual period. The role is full time. The candidate will work for 8 hours a day or 40 hours a week or as may be directed by the management from time to time. The company will confer a reasonable monthly allowance during the internship period. Qualified interested candidates are requested to address and hand deliver their applications to

The Director,
Anglican Development Services Kenya
ACK Language School Building, 2nd Flr,
Bishop's Road Opposite NSSF Building
P o Box 40502-00100
NAIROBI

Applications to be received not later than **Friday, November 18, 2016**