



TERMS OF REFERENCE FOR COMMUNICATIONS INTERN

Brief on the Community Advocacy and Awareness Trust-CRAWN Trust

The Community Advocacy and Awareness Trust-CRAWN Trust is a non-profit organisation registered as a Trust Corporation. CRAWN Trust was established with the aim of impacting lives and transforming communities by promoting citizens' awareness of their rights and responsibilities and working with them towards eliminating gender-based discrimination in the social, political, and economic spheres.

Objectives

The objective of this internship is to provide an opportunity for a dedicated and motivated candidate to gain practical experience in program implementation, research, monitoring and evaluation, and communication in the fields of policy advocacy, community awareness, leadership and governance, gender, and development. The intern will work closely in collaboration with the communications officer.

Tasks

The intern is expected to perform the following tasks:

- Collecting compelling stories of impact and transformation from program partners.
- Assisting in the creation of multimedia content (e.g., videos, blog posts, social media posts) to share partner stories.
- Supporting the Communications Officer in maintaining the organization's online presence, including website updates and social media management.
- Collaborating with team members to develop communication materials such as newsletters, reports, and press releases.

- Any other communication-related tasks assigned by the Communications Officer to support program objectives.

Qualifications

Applicants for this position should have the following qualifications: Should have completed or is almost completing a diploma or bachelor's degree in disciplines including social sciences, development studies, political science or related fields.

- Should have completed or is almost completing a diploma or bachelor's degree in disciplines including social sciences, development studies, political science or related fields.
- Have a strong interest in and knowledge of women's rights and development issues.
- Have good written and oral communication skills in English.
- Have reasonably good research and analytical skills and proficiency in using Microsoft Office applications.
- Have a positive attitude, initiative, creativity, and willingness to learn and work across programmes.
- Be able to work without supervision and as part of a team.
- Able to seek guidance, support and direction when needed.
- Be available to work full-time.

Benefits

The intern will benefit from the following:

- Gain valuable experience and exposure to the work of a leading non-profit organisation in Kenya.
- Enhance their skills and knowledge in programme management, research, monitoring and evaluation, and communication.
- Receive mentorship and guidance from experienced program staff.
- Receive a modest monthly stipend to cover transport and lunch expenses.
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Application

Interested candidates should submit their application in one zipped folder by email to procurement@crawntrust.org and cc communications@crawntrust.org by 2nd April 2024. (Applications will be reviewed on a rolling basis).

The application should include:

- A cover letter explaining their motivation and suitability for the internship.
- A curriculum vitae highlighting their education, skills, and experience (if applicable)
- Two references with contact details.

Only shortlisted candidates will be contacted for an interview.

Persons with Disabilities are encouraged to apply.