



# JOB OPENING

## COMMUNICATIONS INTERN

REF: AFD/COMMS/09-2020

### 1. IDENTIFICATION

Job title	Communications Intern
Reporting to	Marketing Manager
Function	Marketing Unit
Duration	3-months Internship
Physical Location	Inside Wilson Airport, Nairobi
Availability	Immediately

### 2. MAIN PURPOSE OF JOB

- To support the Marketing department with communication activities across the organization which includes media relations, digital support, corporate publications and newsletters, internal communication, media management, monitoring media coverage and maintaining up to date media database.

### 3. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTEND OF DISCRETION
Communications	<ul style="list-style-type: none"><li>Supporting implementation of internal and external communications strategies.</li><li>Providing digital support to AFD.</li><li>Support in generating editorial content for special publications, Social Media posts, internal &amp; external newsletters.</li><li>Supporting in maintaining web content and executing social media strategies.</li></ul>	In liaison with supervisor
Pitch and Interview	<ul style="list-style-type: none"><li>Assisting to draft, distribute and pitch news releases, media alerts and other stories</li><li>Assisting with pitching stories to local and national media networks.</li></ul>	In liaison with supervisor

<b>Support in Admin duties</b>	<ul style="list-style-type: none"> <li>Assisting with general administration in the marketing Communication department.</li> <li>Answering calls, gathering materials for conferences and events.</li> </ul>	In liaison with supervisor
<b>Photography &amp; Videograph</b>	<ul style="list-style-type: none"> <li>Assisting in Photography and videography activities.</li> </ul>	In liaison with supervisor
<b>Support in events</b>	<ul style="list-style-type: none"> <li>Assisting in coordinating, planning and management of AFD events</li> </ul>	In liaison with supervisor

## 4 REQUIRED QUALIFICATIONS

- Bachelor's degree preferably in Communications, Public relations or related studies from a recognized institution.
- Proficiency in MS Suite
- Knowledge in visual arts/studio and portfolio of your previous work (articles, videos and pictures) is an added advantage.

### 4.1 Preferred Knowledge

- Knowledge of communication and media relations.
- Knowledge of content creation and management
- Excellent writing and research skills
- Good photography skills
- Attention to detail and organizational skills
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Knowledge of social media tools and platforms including Facebook, Twitter, Instagram
- Knowledge of digital communication skills such as google analytics is preferred
- Basic knowledge of digital media strategies and implementation

### 4.2 Skills and Competencies

- Ability to learn, maintain positive attitude and enthusiasm
- Self-starter, good time management with ability to communicate in a professional manner at all levels
- Commitment to the continuous improvement of service quality and the organization's mission
- Ability for creativity and problem solving skills
- Ability to maintain confidentiality and integrity
- Ability to multi task and handle a fast paced work environment
- Excellent communication abilities - verbal and written
- Genuine enthusiasm for creating compelling communications materials

## 5 ENVIRONMENTAL CONDITIONS

- 24-hour response required whenever necessary within a 24-hour work environment.

**How to apply:**

If you have the passion to contribute and be part of the leading African-based Aero-Medical and Health Assistance service provider submit portfolio of your previous work (articles, videos , pictures and provide an updated CV in PDF and Cover letter specifying the motivation to be part of AMREF Flying Doctors (AFD) team to [Vacancies@flydoc.org](mailto:Vacancies@flydoc.org) by Sunday 13<sup>th</sup> September 2020 with a reference number:- AFD/COMMS/09-2020 on the subject line of your email.

**AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.**

**YOU ARE NOT REQUIRED TO PAY ANY FEES TO APPLY FOR JOBS IN  
AMREF Flying Doctors**