

**Job Description -Communications Intern****Duration: 3 months**

Attachment 1:	Job Description
Title of Position:	Communications Intern
Date of job description:	7th May 2024
Reporting to:	Communications Officer/Consultant

Background

The International Centre for Reproductive Health - Kenya (ICRHK) is a local non-governmental organization that focuses on sexual and reproductive health. We are seeking a passionate and creative Communication Intern to join our team. This internship offers an opportunity to gain experience in various aspects of communications, including content creation, social media management, and internal/external communications and contribute to meaningful projects that promote sexual and reproductive health.

Responsibilities:

- Assist in managing and updating ICRHK's social media platforms, including Facebook, Twitter, Instagram, and LinkedIn.
- Create engaging and informative content for social media posts, including graphics, videos, and written copy.
- Monitor social media channels for trending topics and relevant content to share.
- Engage with followers and respond to comments and messages in a timely manner.
- Assist in developing and implementing social media campaigns to raise awareness about ICRHK's projects and initiatives.
- Collaborate with the communications team to brainstorm new ideas for social media content and campaigns.
- Provide support in analyzing social media metrics and preparing reports on the performance of social media campaigns.

Qualifications:

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field.
- Strong written and verbal communication skills.
- Knowledge of social media platforms and trends.
- Creative thinking and the ability to generate innovative ideas.

- Proficiency in graphic design and video editing software is a plus.
- Ability to work independently and as part of a team.
- Prior experience in social media management or content creation is preferred but not required.

