



Communication Volunteer Advertisement

Background

Taita Taveta Wildlife Conservancies Association (TTWCA) is a landscape community-based organization established in 2013 whose mandate is to support the development of wildlife conservancies and other related economic activities among its members for improved livelihoods and coordinate sustainable management of the Tsavo ecosystem. TTWCA also serves as a landscape umbrella body for 33 conservancies/ranches, covering approximately 1 million Acres (446.86 km²) within the larger Tsavo ecosystem. The conservancies/ranches form a migratory corridor for the Tsavo National Park which is 5.8 million Acres (23,553 km²).

Description

Taita Taveta Wildlife Conservation Association (TTWCA) seeks a dynamic and self-starter person to support marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working in a conservation environment. The Communication Intern will work under the communication Officer, and in a team, to fulfill organizational strategic goals and objectives.

Roles and responsibilities

- Write, edit and distribute various types of content, including material for a website, press releases, marketing material, and other types of content that take the message to the public.
- Daily, promoting projects' visibility through digital communications channels, by developing relevant and interesting content.
- Producing articles on projects updates.
- Coordinating, where needed, the delivery of projects' periodic newsletters.
- Coordinating and uploading content on the web platform on an ongoing basis.
- Undertaking other duties to meet the needs of the department and the organization.
- Design projects communications strategies and activities for projects and new project proposals.
- Coordinate and /or produce projects' periodic newsletters and communication tools (PPTs, videos, factsheets, etc.) targeting identified relevant audiences.

- Coordinate, proofread, and edit reports.
- Manage editorial and event calendars.
- Assist in the creation of online advertisements where need be.

Required skills and knowledge

- Must be computer literate (working knowledge of word processing and PowerPoint, Excel).
- Knowledge of HTML, website content management, and graphic design.
- Possess excellent written and oral communication and interpersonal skills
- Genuine enthusiasm for creating compelling marketing materials to support TTWCA communication.
- Self-starter, good time management, creative, with the ability to communicate professionally.
- Ability to work well independently, and within a team.
- Commitment to the continuous improvement of service quality and the organization's mission and vision.
- Proficiency in Microsoft Publisher, Adobe InDesign, Canva, Photoshop, and any other graphic design software is highly desired.
- Firm grasp of social media tools and platforms including Facebook, Instagram, etc.

Qualifications and Experience

- A diploma (or equivalent) or relevant experience in Communications and information management, Journalism, Graphic design, or Public Relations.
- Experience in handling live social media during events
- Fluency in English Knowledge, skills, abilities Essential
- A degree is an added advantage

To Apply

Please send your strong cover letter, where applicable stating/attaching your previous work with links and resume to: jobs@ttwcakenya.com on or before **27th December 2022**

Note: TTWCA is an equal-opportunity employer!