



KAKENYA'S DREAM

Communications Officer Position Description

Kakenya's Dream seeks to empower and motivate young girls through education, health, and leadership programs to become agents of change and to break the cycle of destructive cultural practices in Kenya, such as female genital mutilation (FGM) and early forced marriage. These future leaders will improve their community, their nation, and the world. At Kakenya's Dream, we challenge ourselves to come up with the best empowerment and education system for young African girls and share our model with others.

Kakenya's Dream is seeking a communications officer to support external communications with its donors and global audience. This person will contribute as an active member of cross-organization teams, working collaboratively with other staff to advance program and organizational goals. This person will also tell and share the story of Kakenya's Dream's work, beneficiaries, teachers, and wider community in Kenya. This position is based in our field office located in Isampin, Transmara West, Narok County and reports to the communications manager.

Responsibilities

- Write, edit, and distribute content to promote Kakenya's Dream brand, products and activities.
- Implement communication campaigns and strategies.
- Collect content for the organization's social media pages, blog, website, newsletters, and other communication channels.
- Create graphics and other design materials for social media.
- Maintain digital media archives - photos, videos, and audios.
- Develop a sizable creative content bank (extra profiles, interviews, blogs, photos, videos, etc.) for future use as needed.
- In collaboration with the communication team members, prepare communications budgets.
- In collaboration with the communication manager, respond to media inquiries.
- Ensure all marketing and communication materials conform to the organization's brand standards.

Qualifications

- Degree or diploma in communications, journalism, or related field
- Two or more years' experience in website, email, and social media communications.
- Strong demonstrated English writing and editing skills.
- Strong photography and videography experience with a DSLR camera.
- Ability to meet deadlines and turn quality article and story content around quickly.
- Strong interpersonal and interview skills and ability to draw compelling and meaningful quotes, stories, and general content from interview subjects.
- Experience retouching, resizing, and enhancing images as needed using Photoshop or a similar software.
- Experience capturing video footage and editing raw footage to create compelling, finished videos using Final Cut Pro or similar software.
- Experience creating graphics for Facebook, Twitter, Instagram, and LinkedIn using Adobe Creative Cloud applications (InDesign or Illustrator) or similar software.

Desired

- Experience in a nonprofit heavily dependent on fundraising.
- Experience with Adobe Create Cloud applications and Final Cut Pro video editing software a plus.

To apply for this position, please submit a cover letter, resume, writing sample, and a photography or videography sample to jobs@kenyasdream.org by 1st March, 2023. Only applications that contain all of the above materials will be considered. Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Kakenya's Dream is a child safe organization and all employees are expected to comply.