



## About the role

Event and Communications Assistant Internship

## About the company

WildlifeDirect (WLD) is an internationally recognized high impact Kenyan based organization. WLD seeks to change hearts and minds and laws so that Africa's wildlife endures forever. The mission of WildlifeDirect is to connect people to nature and wildlife so that they treasure it and act to conserve it. The strategy of WildlifeDirect is organized around two pillars of work. The first pillar is to change the narrative of conservation in Africa by producing African positive films, and developing the capacity of African storytellers. The second pillar is education and outreach, through Wildlife Warriors Kids Clubs in schools. WildlifeDirect is a bold and forward-thinking organization that achieves its goals through direct action and strategic partnerships. Our people are professional, bold, passionate, forward thinking and determined.

## Mission

Connecting people to their wildlife and nature and inspiring them to treasure it and act to conserve it.

## About the location

Nairobi, Kenya

## Reporting to

Dr. Paula Kahumbu - WildlifeDirect CEO, who will also be your mentor, and Pauline Kyalo - WildlifeDirect Assistant Film Producer. You will be assigned an office buddy and work closely with our COO, Trish Sewe.

## Length of role

8 hours a day, 5 days a week for 3 months (16th April - 15th July).

This is an office-based role as we firmly believe you need to be around and part of an experienced team to learn.

Possibility of extending to further contracts once the term is complete.

## Compensation:

This internship includes a stipend of 30000KES monthly.

## Start date:

Monday, 16th April 2023



## Application Criteria

This opportunity is only open to indigenous Africans aged between 18-35 years. We especially encourage applications from those underrepresented within the conservation and wildlife filmmaking sectors, including anyone who identifies as neurodiverse, those living with a long-term disability and ethnically diverse individuals.

## About the role

WildlifeDirect are looking for a dynamic, pro-active and energetic individual, to join their small and ambitious team. You will be passionate about delivering brilliant, inclusive and impactful events and communications, and believe in the power of visual storytelling to engage different audiences with the beauty and fragility of our natural world.

## Example of day-to-day responsibilities

- Supporting with delegate ticketing and on-site attendee experience;
- Liaising with guests and producers regarding production and hospitality;
- Collating and recording a wide variety of data including event programmes, production, contacts and scheduling;
- Coordination and minuting of event meetings;
- Supporting the Event Manager;
- Assisting in the day-to-day maintenance and updating of email, website and social content including the drafting of engaging and relevant copy;
- Assisting with the planning, designing, publishing and scheduling of engaging, natural world-focused social media content (Twitter, Instagram, TikTok, YouTube and LinkedIn);
- Researching new audience bases and assisting in designing strategies to engage them;
- Providing administrative support and generally supporting a busy team

## Skills we'll be looking for in any applicant:

- Graduated/enrolled in a course in Communications, Media, PR, or related studies.
- An interest in marketing, social media and digital content
- An interest in event management and hospitality
- Good computer literacy with good working knowledge of Microsoft Office and Excel
- Excellent communication and 'people' skills
- Good organisational, lateral skills and attention to detail
- 'Can do' attitude



- Good at taking instruction, listening to what is required and to do what is asked
- Enjoy working as a team
- A passion for creating a positive impact
- A good team player, who can take direction but also work well independently using own initiative

#### Skills which will be developed through the opportunity

- Basic administration – running sheets, risk assessments, expenses, archive, deliverables
- Experience of working with people at every level of event
- Copywriting experience
- Social media skills such as content creation and scheduling
- Ability to prioritise different tasks, sometimes for different people
- Ability to work independently, managing your own time and projects.
- Ability to deal creatively with problems and use your own initiative
- Data management

If you are interested, we would love to hear from you

In the first instance please provide a short description of why you are interested in working at WildlifeDirect and why you think your skills would suit this job opportunity alongside a CV via <https://www.tfaforms.com/5044965>

For further information: [georgia.torres@wildscreen.org.uk](mailto:georgia.torres@wildscreen.org.uk)

Closing date: Tuesday, 21st March 2023. 23:59pm EAT