



## **Rift Valley Institute Internship Opportunity**

**Title:** Intern – RVI Education Programmes and Forums

**Duration:** 3 months

**Location:** Nairobi, Kenya

### **Key Responsibilities**

Under the guidance of the Forums Manager and the Events Officer, the Intern will support the Education Programmes and Forums with administrative, logistical and communication activities. The Intern will assist in the planning, execution and follow-up of courses and forums by undertaking the following tasks.

### **Course-Specific Responsibilities**

- Monitor Course applications and payments, including tracking numbers, issuing invoices and indemnity forms, and following up with applicants for payment.
- Produce and circulate a weekly course applicant update, detailing the applicant numbers and status of payments.
- Draft participant advisories and course reading materials in a timely manner enabling the Event Officer to send these to relevant participants.
- In liaison with the Events Officer, respond to applicant inquiries and requests.
- Compile and maintain participant contact sheets.
- Prepare visa letters to teachers and participants, ensuring they are signed by relevant RVI Managers and are dispatched in time

### **Forum-Specific Responsibilities**

- Produce post-event data analysis and minutes for Forums and Course meetings.
- Maintain updated contact information in RVI's central database.
- Assist in preparing brief updates on Forum events for the website.
- Support pre- and post-event administration and logistics.
- Assist in creating publicity materials for Forums, including videos, photographs and event invitations.

### **Courses and Forums Administration & Logistics**

- Support the Events Officer and the Education Manager in preparing visa letters, making reservations for flights, arranging airport transfers, ensuring timely completion of travel approval processes for staff, teachers, consultants and participants.
- Maintain up-to-date emergency contact information and key stakeholder details.
- Provide administrative and logistical support before, during, and after courses and forums.
- Assist in drafting contracts and procurement-related paperwork.

- Manage documentation and filing systems for course and forum materials.
- Working with relevant staff in Communications and the Education team, verify the functionality of sound systems, PAs, microphones, cameras, maps, screens, projectors, laptops and necessary cables required for use during Courses and Forums.

### **Marketing & Communications**

- Contribute to the marketing and promotion of Courses and Forums.
- Assist in the timely production of marketing materials for Courses and Forums.
- Maintain and update the master contact list for effective stakeholder engagement.
- Support the Communications team in producing and disseminating promotional content.

### **Finance Support**

- Assist in monitoring and tracking expenditures related to Courses and Forums.
- Compile financial documentation to support the Forum Manager and Events Officer in accounting for advances.

## **PERSON SPECIFICATION**

### ***Knowledge and qualifications***

- A recent graduate with a Bachelor's degree in a social science field seeking to learn in an organizational setting.
- Eager to learn, flexible, adaptive person who is willing to work in a fast paced, dynamic and diverse working environment.

### ***Skills & abilities***

- Good organizational, communication and planning skills.
- Strong interpersonal skills with ability to work well with diverse people.
- Ability to multitask, work with minimal supervision and work well with others meeting tight and competing deadlines.
- Committed to RVI's vision, mission and values.