

## **Communications and Impact Officer**

**Position:** Full time

**Applications Due:** May 20<sup>th</sup> 2014

**Start:** As soon as possible

**Based in Nairobi, Kenya**

### **About Akili Dada**

Akili Dada is an international award-winning leadership incubator nurturing a generation of young African women from underprivileged backgrounds whose commitment to the underserved will transform their communities. Founded in 2006, our leadership development curriculum creates the foundation on which young women ages 13-35 build their skills and earn the essential qualifications they need to access key decision-making roles and leadership positions. Read more about Akili Dada at <http://www.akilidada.org>

## **Communications and Impact Officer**

We are looking to recruit a creative, dynamic and energetic individual to serve as the Akili Dada Communications and Impact Officer. This person is responsible for providing critical support in managing monitoring and evaluation across programs and amplifying the mission, vision and work of Akili Dada. This role is vital as it serves to provide valuable learnings to accelerate our work and bring young African women's voice to the global stage. The Akili Dada Communications and Impact Officer will work closely with the Program Directors and the Resource Mobilization Consultant.

### **You are a great fit for this position if you:**

- Have a heart for girls' and young women's empowerment and your values closely align with those of Akili Dada;
- Are a Kenyan citizen or are already legally allowed to work in Kenya;
- Have at least three years' relevant working experience, specifically in development sector and/or communications work;
- Possess excellent writing and communication skills;
- Have an eye for detail;
- Possess strong analytical and organizational skills;
- Are tech savvy especially on web-based applications;
- Have a flair for working with visual materials;
- Have a keen understanding of traditional media, social media and uses of new technologies for communication in the global context;
- Have the ability to be on top of issues and deliver quality on time;
- Hold at least a university degree in a relevant field

**Responsibilities include, but are not limited to:**

- Ensure effective communications across different media and formats in adherence to the Akili Dada communication standards
- Manage the Akili Dada website with regular updates
- Write and produce high quality communication materials, and effectively communicate these across key audiences while ensuring that they conform to Akili Dada standards and promote the image and objectives of the organization
- Coordinate and maintain an effective social media presence for Akili Dada, including regular blogs, Facebook, twitter and other means as appropriate
- Develop and maintain good links with the media; organize media events, including press conferences and other engagements with the media
- Manage knowledge documentation; support documentation and publication of work and lessons
- Manage multimedia projects, such as video and graphic production

This is a full time position (40 hours per week) with a competitive remuneration package which includes health and life insurance, retirement benefits as well as an allowance for your own professional development. True to our mission, Akili Dada believes in investing in the leadership development of our own staff in a nurturing, collaborative and supportive environment.

To apply, please submit your CV including a cover letter detailing your interests/motivation to work for Akili Dada and 2 samples of your written work and names of 3 references addressed to the Executive Director to [apply@akilidada.org](mailto:apply@akilidada.org) no later **than May 20<sup>th</sup> 2014**.

Please be sure to include “Communication and Impact Officer” in the subject line of your email. Young women are especially encouraged to apply.

Please note that only shortlisted candidates will be contacted.