



www.kickstartkilifi.org

VACANCY

Title: Digital Skills Trainer

Job Type: 3 Months (Renewable)

Location: Bamba

Reports to: The Director.

About us:

We are a Community Based Organization that uses experiential learning to transform school drop outs into education enthusiasts, While equipping rural out-of-school youths with skills required to succeed in the 21st century; Digital skills, Entrepreneurship and Life Skills. At Kickstart Kilifi we don't teach our participants rather we offer them an enabling environment that promotes creativity and skills development for we believe "*Experiential learning is cool!*" and when the atmosphere encourages learning, learning becomes irresistible.

Job Summary:

We are seeking a Digital Skills Trainer to join our team on a 3 months contract (renewable). The Digital Skills Trainer will be responsible for developing and delivering training programs that enhance the digital literacy of individuals and communities. The Trainer will design and implement digital skills training sessions, workshops, and other capacity building initiatives to empower beneficiaries with knowledge and practical skills to thrive in the digital age. The Trainer will work with individuals from diverse backgrounds and must have a passion for helping others learn, grow and improve their digital literacy.

Responsibilities

- Design and deliver digital skills training programs to individuals and communities, covering a range of topics such as basic computer literacy, online safety, social media, e-commerce, digital marketing, graphic design and website development.
- Conduct training needs assessments to identify the digital skills gaps and develop customized training solutions to address them.
- Develop training materials and resources, including manuals, handouts, presentations, and online learning modules, to support the delivery of training programs.

- Deliver training sessions in person using a variety of teaching methods to engage learners and promote active participation.
- Monitor and evaluate the effectiveness of training programs, gather feedback from learners, and adjust training materials and delivery methods accordingly.
- Collaborate with colleagues and partners to promote training programs and attract learners, including through marketing and outreach initiatives.
- Stay up to date with the latest digital technologies, trends, and best practices, and incorporate them into training programs as appropriate.
- Maintain accurate records of training activities, including attendance, evaluations, and reports, and ensure compliance with funder and organizational reporting requirements
- Perform other duties as may be assigned by the Director.

Qualifications:

- Diploma in ICT or a related field.
- At least two years of experience designing and delivering digital skills training programs, preferably in a non-governmental organization setting.
- Strong knowledge of digital tools and technologies, including computer hardware and software, social media platforms, e-commerce platforms, and website development tools.
- Proven ability to develop engaging and effective training materials and deliver training sessions to diverse audiences.
- Excellent communication skills, including the ability to explain complex concepts in simple language and to build rapport with learners.
- Strong organizational skills, including the ability to manage multiple projects, prioritize tasks, and meet deadlines.
- Fluency in English and Kiswahili is required.
- Experience working with disadvantaged communities, including women, youth, and people with disabilities, is desirable.

How to Apply

If you are up to the challenge, possess the necessary qualification and experience; please send your resume and cover letter only quoting the job title on the email subject (**Digital Skills Trainer**) to kickstartkilifi@gmail.com before **3rd May 2023**.

We are an equal opportunity employer and encourage candidates from diverse backgrounds to apply. Kickstart Kilifi receives a high volume of inquiries, so we appreciate all interest, but we will only contact those selected for an interview.