



www.kickstartkilifi.org

VACANCY

Title: Office Admin Intern,

Location: Bamba

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 Description:

We are seeking an Office Administrator Intern to join our team and assist in the day-to-day operations of our office. S/he will be reporting to the Director. The successful candidate will provide general administrative support, manage office systems, and assist with special projects.

Responsibilities

- Perform daily administrative tasks (e.g. photocopying, filing, assisting with mailings).
- Assisting in database management.
- Assist in maintaining organization outreach through social media platforms.
- Assist in maintaining office organization and directing visitors to respective members of the team.
- Coordinating logistics for meetings, conferences, and events.
- Stock keeping, tracking donations, and maintaining the asset register.
- Assist the finance team in purchasing and other administrative tasks.
- Providing general support to staff members and volunteers as needed.
- Perform other duties as may be assigned by the Director.

Qualifications:

- A certificate/Diploma in Social Sciences or related field from a recognized Institution.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and other computer applications.
- Ability to multitask and prioritize tasks effectively.
- Willingness to learn and grow as a leader and professional.
- Self-starter, creative and motivated.
- Strong organizational and time management skills.

- Attention to detail and accuracy.
- Passion in serving the community and commitment to our organization's mission.
- Ability to work independently and as part of a team.

How to Apply

This is a paid internship position. Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position. Please send your resume and cover letter only quoting the job title on the email subject (**Office Administrative Intern**) 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.