

Job Title: Communication Intern

Job Description:

We are seeking a dynamic individual to join our team as Communication Coordinator. This role is pivotal in enhancing our organization and programs visibility, and building a strong communication strategy. If you are passionate about making a positive impact, connecting with diverse stakeholders, and driving fundraising efforts, we invite you to apply for this exciting position.

Key Responsibilities:

Communication & Social Media Management:

- Prepare visual information/flyers to recruit students for SareDesigns and STEM Mentorship
- Develop a marketing campaign and social media strategies to reach out to potential students.
- Develop, implement, and manage a social media strategy
- Develop a communications approach to build program awareness.
- Build program awareness through social media, web, and print materials.
- Develop, record, manage, and oversee social media content.
- Showcase organizational impact through storytelling on social media.
- Monitor SEO and user engagement, suggesting content optimization.
- Work with ROF program teams to collect/develop content for various platforms.
- Social Media Marketing Deliver Social Media Marketing training and curricula for SareDesigns courses, ensuring that they meet industry standards and the needs of the trainees.

Fund Development:

- Identify and recruit board members to promote the organization.
- Introduce board members to foundation and corporate executives.
- Monitor board members' activity and support in query management.
- Support volunteers with fundraising activities, providing guidance, access to fundraising systems, and query management

Grant Application Process:

- Support requirements gathering for grant applications
- Support in research of funding sources based on future departmental needs.
- Support in drafting grant applications

Program Impact Reporting:

- Administer pre and post surveys, gather feedback, and measure impact.
- Define strategies to collect stories from various programs, distributions & scholarship recipients.
- Collect stories from beneficiaries and transcribe/share impact stories.
- Write final versions of reports/stories and submit them to relevant stakeholders.

Job Title: Program Management Specialist

Role Overview: We are seeking an experienced Program and Project Management Specialist to join our team. The successful candidate will play a pivotal role in ensuring effective project planning, management, and evaluation across all areas of the organization. This role requires a combination of strategic thinking, meticulous planning, and strong collaboration skills to drive successful project outcomes.

Responsibilities:

Project Management:

1. Work collaboratively with teams to define project parameters before initiation, including roles & responsibilities, reporting tools, timeline, KPIs, actions, and deliverables.
2. Oversee planning and scheduling to ensure the STEM Mentorship, livelihood program and other ad hoc programs are delivered on time and with an organized structure.
3. Implement project management tools and track their usage.
4. Schedule and lead regular project meetings to evaluate progress, address risks, issues, dependencies (RAID), and escalate as necessary.
5. Develop one-pagers describing all projects, key activities, approaches, outcomes, and impacts in collaboration with teams.
6. Produce and conduct case studies, best practices, lessons learned, and project audit documents for internal and external use.

Monitoring & Evaluation:

1. Develop KPIs & Metrics for grant/donor and organizational success in collaboration with all teams.
2. Develop Monitoring and Evaluation plans for all projects.
3. Ensure that all metrics required to be reported back by teams are included in the Monitoring and Evaluation plans for the grant area, and that necessary data is collected.
4. Conduct data quality assessments to ensure accurate and consistent reporting.
5. Verify data and information periodically on a sample basis.
6. Conduct quality checks on teams' outputs before publication.

7. Develop quality program reports incorporating past learning.
8. Develop and ensure the utilization of program monitoring tools, including one-page strategic plans, pre and post-training tests, surveys, discussion guides, etc.

Data Analysis:

1. Conduct data quality assessments to ensure reported data is validated, accurate, and consistent.
2. Ensure the quality of data reported and verify data and information periodically on a sample basis.
3. Develop and conduct quality checks on teams' outputs before publication.

Note: -

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- No application or interview fees are required.

Application Process

Qualified and interested applicants to send CV and Cover letter to careers@rileyortonfoundation.org with the email subject indicated as "Communication Intern" before 5 pm E.A.T Wednesday 31st January 2024