



Job Title: HR & Administration Intern

Job Description:

We are seeking a dynamic and detail-oriented individual to join our team as an HR and Administration Intern. This role is crucial in ensuring the seamless functioning of our activities and HR processes. If you are passionate about supporting organizational growth, managing resources efficiently, and fostering a positive work environment, we encourage you to apply.

Key Responsibilities:

Human Resources

1. Recruitment:

- Collaborate with the Director to identify and fill new roles.
- Draft job descriptions and publish them for potential candidates.
- Screen, interview, and assist in the selection process.
- Prepare and share employment contracts.

2. Volunteer Management:

- a. Develop partnership with volunteer platforms.
- b. Engage with volunteer platforms to identify and reach out to potential volunteers
- c. Support volunteers with documentation, relocation, and query management.
- d. Engage volunteers for program activities using established management practices.

3. Onboarding

- a. Prepare onboarding documents and schedules for new joiners or volunteers

4. Learning and Development:

- a. Identify training needs and coordinate/provide training sessions.
- b. Encourage professional development opportunities.

5. Employee Engagement and Admin:

- a. Develop and implement initiatives to boost employee morale.
- b. Maintain accurate employee records, leave records, and documentation.
- c. Schedule meetings and support travel requests.

Support HR & Finance Coordinator in any other activity as relevant



Job Title: Partnerships & Fundraising Coordinator

Job Description:

We are seeking a dynamic individual to join our team as Partnership & Fundraising Coordinator. This role is pivotal in enhancing our program visibility, building strategic relationships, and ensuring the sustainable funding of our initiatives. 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:

Networking and Relationship Building:

1. Develop and manage relationships with local and international donors.
2. Collect, document, and share impact stories to facilitate fundraising.
3. Prepare timely program reports, newsletters, and (annual) reports for donor updates.
4. Represent the organization in various knowledge-sharing forums and in networking and alliance meetings, events and forums at national and international levels.
5. Establishing formal and informal partnerships with Ministry of Education, County govt, other non profit orgs, schools/scholarship providers
6. Identify and partner with scholarship providers and schools to support and transition Akili school student to high school
7. Encouraging networking of local groups, schools and businesses.
8. Build and maintain relationships with external partners, such as fashion designers, fabric suppliers, and fashion organizations, to enhance the training center's offerings and network.

Fund Development:

1. Benchmark with other orgs and companies that build capacity for schools and businesses.
2. Develop a fixed savings account for yearly fundraising for staffing and program operations.
3. Build relationships with foundations offering unrestricted funding.
4. Develop a 12-month cash reserve/working capital for program continuity.
5. Develop and implement local fundraising plans.

Grant Application Process:

1. Conduct discovery workshops to identify funding sources.
2. Collect workshop information and share it with relevant teams.
3. Research and share potential funding sources based on future departmental needs.



4. Draft grant applications and lead the development of quality proposals.
5. Share documentation with relevant teams for feedback.
6. Submit grant applications.

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 "HR and Admin Intern" before 5 pm E.A.T Wednesday 31st January 2024