

Program Assistant Intern

Global Minimum (GMin) is a nonprofit organization that runs innovative learning programs for young people in Sub-Saharan Africa between the age of 15-20. This year, GMin will be running its 5th Innovate Kenya which encourages youth around the country to apply with projects that can solve a problem within their community. The finalists will be invited to an Innovation Camp from April 9-15, 2017 where they will develop prototypes of their solutions. For more information, visit our website: <http://gmin.org/>

Responsibility

Reporting to the InChallenge Program Manager, the Program Assistant Intern will assist the school outreach, finalist selection, and planning and execution of the Innovation Camp in April.

Tasks

- Evaluate the feedback from our local and international judges and deliver the feedback to the applicants
- Assist the planning of the Innovation Camp, including communication with selected finalists and mentors, development of orientation package, and recruitment of guest speakers and mentors, etc.
- Assist the execution of the Innovation Camp, including coordination of catering, room assignments, registration, project budget, attendance, etc.
- Assist the planning of the Innovation Final Showcase Event, including identification of awards, recruitment of judges, content development for pamphlets, coordination of catering, etc.
- Assist with the organization's digital communication, including content development for the website, social media, and newsletters
- Assist conducting the monitoring and evaluation, including updating school tracker, and digitizing student surveys, photos, videos, and presentations.

Logistics

- Internship period: 2 months (between March 13th to May 13th)
- Time commitment: 25-30 hours per week (more time commitment might be required during the Innovation Camp in April)
- Location: Shalom Guest House, St.Daniel Comboni Rd, Nairobi Kenya
- Compensation: Ksh.10,000 per month in basic stipend

Qualifications

- Ideal but not required: Candidate for degree/diploma in relevant fields, including engineering and education.
- Self-driven. This internship involves a great deal of autonomy so it is important that you come with a proactive mindset.
- Fluency in English and Kiswahili, both written and oral.
- Ability to handle multiple projects under time and resource pressure.
- Flexibility to perform other duties as required.
- Previous experience working with schools and youth development projects. This is a big asset, but not necessarily a requirement.

What we offer

- Flexibility and ability to shape your own experience
- Ability to gain experience and knowledge within organizational planning and youth development work
- Experience working with a modern and innovative organization and collaborate with prominent partners (e.g. FabLab, Gearbox, iHub, Echoing Green, ALA, ALU)
- An experience of a lifetime - doing something with a lasting impact
- Ability to work directly with the young future leaders of Kenya
- Ability to create contacts and friends for life

How to apply

To apply for this role, kindly fill out this [application form](#) and send your CV (in English) to richy@gmin.org stating “Program Assistant Internship (Kenya)/your surname” in the subject line by March 3rd, 2017.