JOB DESCRIPTION

MULTIMEDIA INTERN

JOB TITLE: Multimedia intern
FT / PT: Full-time, 40 hours per week
LOCATION: Nairobi Office
REPORTS TO: Program Officer: Communications

The Peoples’ Action for Learning Network (PAL Network) is currently seeking a competent and energetic multimedia intern to support the team, headquartered in Nairobi, Kenya. The intern will support in the development and implementation of multimedia content for the PAL Network. The multimedia intern will create and edit videos and graphics for use on the online platforms and support other communication and advocacy related tasks.

RESPONSIBILITIES

PRODUCTION (65%)
- To support in creating and editing graphics and other visual content that tell a PAL Network story in a visual and compelling way.
- To support in sourcing, shooting and editing original video content material for internal and external use.
- Organize photo/video/audio using the existing filing system and ensure backup of all PAL Network multimedia assets.

SOCIAL MEDIA (25%)
- To support in drafting and implementing social media strategy and play an active role to drive traffic and increase engagement.
- Support in content generation and management of PAL Network social media platforms.
- Support in creating and managing of PAL Network online campaigns on global education.

OTHERS (10%)
- Attend, and fully participate in, network and staff meetings as required.

Person Specification
- Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualifications and Experience
- Diploma-level education (preferably in Film Production and Graphic Design) (A)

Skills and Competencies
- Excellent interpersonal skills and ability to communicate clearly and effectively (I, R)
- Good knowledge on the use of social media platforms and good English writing skills (A, I, T)
- Knowledge of graphics packages such as Illustrator and PhotoShop (A, I, T)
- Knowledge of industry-standard editing tools, e.g. Final Cut Pro and Adobe Premier (A, I, R)
- Excellent time management skills and resourcefulness with strong attention to detail (I, R)

Terms and Conditions
This position is offered as a three-month contract starting on 2nd September, 2019. The standard working week is 40 hours per week.

Application Procedure
To apply for this position, please send the following documents to jobs@palnetwork.org by the close of business on Friday 9th August, 2019
1. Cover letter (maximum of 1 page)
2. CV (maximum of 2 pages)
Applications should be a **maximum of 3 pages** in length, as specified in the instructions above. In addition, please share a **brief piece** you have individually authored, or share your media links. Only shortlisted candidates will be contacted.