



Job Title: Admin and Fellows Engagement Intern

Duration: [6 month]

About Talent Match, Inc Ltd:

Talent Match is a social venture working to close the skills gap among university students in Rwanda through innovative career readiness training programs. It was founded in 2019 and has its head offices at the University of Rwanda.

Internship Overview:

We are seeking an organized and enthusiastic Admin and Fellows Engagement Intern to join our dynamic team at Talent Match, Inc Ltd. This internship offers a unique opportunity for a student or recent graduate to gain hands-on experience in administrative tasks while actively engaging with program participants.

Key Responsibilities:

- Administrative Support: Assist in day-to-day administrative tasks, including filing, data entry, and correspondence management.
- Fellows Engagement: Engage with program participants, providing support, answering queries, and ensuring a positive experience throughout their engagement.
- Event Coordination: Support the planning and coordination of events, workshops, and activities related to program engagement.
- Communication: Assist in drafting and disseminating communications to program participants, ensuring clarity and consistency.
- Documentation: Maintain accurate records of program participants, ensuring confidentiality and data integrity.
- Feedback Collection: Gather feedback from program participants and assist in the analysis of data for continuous improvement.
- Collaboration: Work closely with other teams to ensure seamless coordination of administrative tasks and program activities.

Qualifications:

- Currently pursuing a degree in Business Administration, Human Resources, or a related field.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and a customer-service orientation.

Benefits:

- Hands-on experience in a dynamic and supportive work environment.
- Exposure to various administrative and program engagement tasks in a professional development context.
- Networking opportunities with industry professionals and fellow interns.
- Monthly stipend

Apply here: <https://my.talentmatch.rw/mydashboard/Internships/>