

Job Overview

Our client is looking for a communications intern who will assist with communications tasks including, but not limited to: writing and editing, photo and video production and editing, web and social media analytics, social media content, graphic design, media relations, and administrative support tasks as assigned.

Industry: Interior architecture service provider

Duration: 6 months minimum

Location: Kimihurura

Monthly Stipend: 100.000 Rwf

Expected start date: July 1st - 5th.

Responsibilities

- Collaborate with management to develop and implement an effective communications strategy based on our target audience
- Write, edit, and distribute content, including website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization
- Establish and maintain effective relationships with journalists, and maintain a media database
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required
- Manage conflict as it arises and escalate to management.

Requirements & Skills

- Experience working in communications, marketing, journalism, or related field would be a plus
- Good writing skills
- Basic skills in graphic design (Canva, Adobe Photoshop)
- Social media management
- Excellent verbal, written, and interpersonal skills
- Good time management and organizational skills
- Proficient in Microsoft Office, content management systems.

The deadline for application is 1st June MIDDAY.