



FULL-TIME INTERNSHIP DESCRIPTION

Company:	Unlock Impact Ltd.
Reports to:	Cohort Manager
Location:	Remote, with weekly meetings in Kigali
Hours/week:	45 hours/week, work hours are flexible
Other Benefits:	Communication and transport as required
Remuneration:	RWF 100K net

Who We Are

Unlock Impact believes that the key to Africa's development is its people. The youth of Africa hold extraordinary potential to transform their economies, and it is our mission to unlock that potential by building the managerial skills that catalyze impact and drive progress.

The continent is full of brilliant entrepreneurs with game-changing organizations, and also has a generation of passionate youth who are hungry to solve their country's most pressing problems. However, there is a "missing middle": the seasoned, reflective, and caring managers that will coach and develop young talent to meaningfully contribute to these organizations. The lack of managerial soft skills leads to either expatriate hires, huge gaps in pay between seasoned managers and entry-level teammates, and high turnover due to a tight labor market that can be devastating for small companies.

We have developed a year-long internal fellowship for organizations that want to turbocharge their young stars to management positions, unlocking potential at an accelerated rate. Think of it as the best parts of a leadership fellowship and a top executive education program. Our professional development curriculum is also synergistic with company priorities.

We have a vision of a continent full of seasoned, reflective, and caring middle managers who will build the companies that will build Africa's economy. We welcome you to share and work towards this vision with us.



Internship Description

You will support the program manager in Rwanda in the day-to-day operations of the program. It is an excellent learning opportunity for someone interested in project management and stakeholder management. This role will also have the opportunity to participate in the professional development activities of the program.

- Event and Meeting Management
 - Schedule and coordinate online events and sessions as necessary
 - Coordinate and communicate with stakeholders to ensure a great event experience for them
 - Take accurate meetings notes as necessary
- Data management
 - Migrate data from our Learning Managing System (LMS) to our Fellows database
 - Session attendance data logging
 - Fellow submissions data logging
 - Fellows Participation data logging
 - Recording Grading Data
- Stakeholder Management
 - Support with creating Fellow progress reports
 - Use our existing templates to create appropriate communications to different stakeholders as necessary
- Learning Support
 - Translate documents from English to French
 - Manage and upload weekly session webinars on our YouTube Channel
 - Draft and send weekly learning newsletter
 - manage and track learning calendars to ensure they are in sync with our Google Academic Calendar
- Brand Management
 - Ensure all our collaterals are aligned with our branding guidelines
- Strategy
 - Manage-up to the program manager and the executive team of Unlock Impact regarding any issues that arise
 - Support the program manager on other deliverables

Internship Requirements

- + Strong writing skills
- + Fluent in English and French
- + Strong organizational and planning skills
- + Positive attitude
- + Excellent time management and prioritization skills
- + Ability to perform well under limited supervision
- + Experience working with teams



- + Proficient with Google tools such as Gmail, Google Calendar, Google Docs, Google Sheets, Google forms, Google Slides
- + Proficient with project management or task management tools such as Asana
- + Eagerness to learn and grow professionally

Academic Requirements:

Any educational background as long as they are available and fulfill the above-listed requirements.

Application Process:

Send your resume and cover letter using [this form](#).

Should you have any questions about the position or application process, reach out to us via email (team@unlock-impact.com)