



Vacancy- Communications Internship

Introduction:

Global Compact Network Kenya is a leadership sustainability initiative that is working to support companies in Kenya and Uganda to translate their company's commitment to the Ten Principles of the UN Global Compact and the Sustainable Development Goals (SDGs). The Network brings together close to 300 signatories to the United Nations Global Compact and 1000 others to the Code of Ethics for Business in Kenya, including Kenya's large companies, small and medium-sized enterprises, and nonprofit organizations to advance corporate sustainability. Participation in the UN Global Compact and membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenya is based at Principal Place, Nairobi. The specific terms of reference and person specifications for the position are as follows:

Designation: Communications Intern
Reporting to: Communications and Marketing Manager
Contract Type: 6 months
Commencing: 1 September 2025
Location: 1st Floor, Principal Place, School Lane, Westlands

Job Purpose:

To support the Global Compact Network Kenya's communications and engagement strategy to enhance visibility, promote member engagement, and showcase sustainability leadership among participants. The role will involve content creation, digital media management, event communications support, and documentation.

The objectives of this role will be met through the following key tasks:

Key Responsibilities

I. Content Creation & Digital Media

- Draft and edit social media posts, newsletters, and website content.
- Develop graphics, infographics, and short videos for campaigns and events.
- Assist in live social media coverage of events and webinars.

2. Media & Public Relations

- Assist in drafting press releases, media advisories, and opinion pieces.
- Ensure up to date media contacts database and monitor media coverage.

3. Event Communications Support

- Support communications planning for events, including branding, photography, and post-event summaries.
- Prepare event-related materials (programmes, invitations, banners).

4. Monitoring & Reporting

- Track analytics for social media, newsletters, and website traffic.
- Compile monthly communications reports highlighting reach, engagement, and key insights.
- Research trends and propose innovative ways to enhance online presence.
- Identify and channel potential membership prospects for further nurturing by the Participant Engagement Team

5. General Support

- Assist with participant communications and knowledge management for Global Compact Network Kenya key programmes.
- Support other team members on cross-cutting projects as required.

Qualifications:

- I. Minimum Bachelor's Degree in social sciences/ PR/ Marketing and Communications
- I. Basic graphic design skills, event planning, writing and marketing skills.
- II. Strong knowledge of social media platforms and content management tools.
- III. Basic skills in graphic design, photography, or video editing are desirable (e.g., Canva, Adobe Suite).
- IV. Must be computer proficient
- V. Strong personal integrity, demonstrating Interest in corporate sustainability, SDGs, and responsible business practices.
- VI. Good communication, and presentation skills – verbal and written;
- VII. Ability to work in a dynamic environment, strong attention to detail, delivering quality output per deadlines/schedules
- VIII. Excellent interpersonal skills and ability to work in a dynamic, multi-cultural work environment
- IX. Similar previous experience in communication and / or marketing is an added advantage.

How to Apply:

Qualifying and interested candidates should complete the online application form and submit their **Cover letter and CV only** to hr@globalcompactkenya.org indicating the word “**GCNK Communications Internship**” on the subject line of the email to reach us **not later than Friday, 22 August 2025 Close of Business**.

Click online application form [Here](#)

UN Global Compact Values: Integrity; Respect for Diversity; Professionalism.