**Job/Role Title :** Communications Intern

**Grade :** Intern

**Responsible to:** Communication Associate

**Location :** Nairobi**,** Kenya

**Role Purpose:**

To support the implementation of the Feminist Opportunities Now (FON) Project and Justice for Survivors (J4S) Project, the International Planned Parenthood Federation Africa Region (IPPFAR) has assembled a competent, dynamic, and diverse team with extensive experience in gender-transformative SRHR programs. The team combines strong communication, project management, and technical skills with a commitment to delivering high-quality, needs-based services in alignment with donor requirements and feminist principles.

IPPFAR is seeking a Communications Intern to support the FON Communications Officer in implementing the FON communication strategy. The intern will assist with content creation, social media campaigns, and internal and external communications, working closely with the FON team, consortium partners, and the IPPF External Relations Team to enhance the organization's storytelling, brand visibility, and advocacy efforts.

**Context of Role:**

International Planned Parenthood Federation (IPPF) is a global provider of sexual and reproductive health (SRH) services and a leading advocate for universal access to sexual and reproductive health and rights (SRHR) for all. As a global movement of national organizations, known as member associations, IPPF works with and for communities and individuals to promote health, rights, and well-being.

The IPPF Secretariat comprises a London office and six regional offices, including the Africa Regional Office (IPPFAR) based in Nairobi, Kenya. IPPFAR's primary objective is to enhance access to SRHR services for vulnerable youth, men, and women in sub-Saharan Africa. To achieve this, IPPFAR partners with local civil society organizations, governments, the African Union (AU), regional economic commissions (RECs), and the United Nations, aiming to expand political and financial commitments to SRHR in Africa.

**Deliverables**:

The Communications Intern will:

* Assist in creating and curating content for FON's website, social media, newsletters, and other communication platforms.
* Help design and develop promotional materials, including brochures, flyers, and infographics.
* Contribute to the organization and promotion of events, workshops, and campaigns.
* Assist in building and maintaining relationships with community partners and other organizations.
* Help organize meetings, workshops, and collaborative initiatives with stakeholders.
* Coordinate logistical aspects such as venue booking, transportation arrangements, and material preparation.
* Prepare meeting materials, including agendas and presentations, ensuring alignment with program objectives and communication strategies.
* Identify potential challenges and suggest solutions to enhance planning efficiency.
* Collaborate with stakeholders to determine timing, location, and thematic content for events.
* Perform other tasks as discussed and agreed upon with the supervisor/Communications Associate.

**Reporting/Management Responsibility:**

* N/A

**Expertise:**

* Undergraduate degree in Communications, Public Relations, or a related field from a reputable institution.
* Ability to produce videos, images, and promotional materials for campaigns.
* Proficiency in photography and video production, including creating visuals for social media.
* Working knowledge of media contexts and communication software.
* Proficiency in MS Office, photo and video-editing software, and social media posting tools.
* Experience with web and digital tools, including web content editing and publishing.
* Experience in social media management, including Twitter, Facebook, LinkedIn, Instagram, and TikTok.
* Skills in editing and copywriting for social media platforms.
* Strong written and oral communication in English (French proficiency is an advantage).
* Ability to communicate effectively across multilingual and multicultural teams.
* Demonstrates creativity, initiative, and an innovative approach to problem-solving.
* Possesses analytical skills, fair judgment, and a proactive, energetic attitude.
* Excellent interpersonal skills and a team-player mindset.
* Comfortable collaborating with diverse teams.
* Experience working with or as part of feminist movements, with intersectional and decolonial approaches.
* Familiarity with issues at the intersections of youth and gender, or gender and disability, with a global South perspective.

**Skills:**

* Demonstrates strong analytical, problem-solving, and critical-thinking abilities, with attention to detail.
* Excellent written and verbal communication skills, with the ability to convey ideas clearly to diverse audiences. Proficiency in English is required, and French is an advantage.
* Strong interpersonal skills and the ability to work independently as well as part of a multicultural and multilingual team.
* Demonstrated stakeholder management skills.
* A creative and proactive mindset, with a willingness to learn and embrace continuous improvement.
* Interest and skills in photography, video creation, and developing visuals for social media storytelling.
* Interest in social media platforms and digital communication tools, with an understanding of how to use them for project storytelling and campaigns.
* Demonstrated commitment to feminist principles and gender equality, aligning with IPPFAR’s values.
* High level of integrity, flexibility, and willingness to support knowledge sharing and learning.
* Open to working outside standard office hours if required.

**Your Ethos:**

* Demonstrate an understanding of and commitment to safeguarding in a local and international context.
* Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
* An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
* Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.