



Wildlife Clubs of Kenya,
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HQ Offices - Off Langata Road, after Animal
Orphanage, next to Bomas of Kenya.
www.wildlifeclubsofkenya.or.ke

Vacant Positions

Communications and Administrative Officer

Wildlife Clubs of Kenya (WCK) is a wildlife and environmental conservation education organisation with the mandate to empower youth and communities to proactively engage in wildlife and environmental conservation. Working with partners including the government of Kenya, WCK implements diverse conservation education projects and activities countrywide.

WCK is recruiting a *Communications and Administrative Officer* to support the AWF/WCK Conservation Education for Impact in Tsavo Landscape, systematize the affairs of the organisation and build the brand of the project and WCK in general.

Position Overview: In liaison with the senior Management, the Communication and administrative officer will be responsible for developing and implementing conservation education communications strategies and programs aimed at raising awareness and fostering a culture of conservation among local communities.

Key Responsibilities for this role will include:

Communications

The position will involve a range of activities focusing on internal and external communication tasks for the organization as well as around the WCK-AWF project.

They will include:

- Devising and implementing the organizations communications strategies and tools with a view to increase the organizations profile and publicity
- Create and manage the organization content hub
- Managing the organization's website and social media platforms;
- Oversee the design and production of the organizations printed and electronic materials i.e. the Komba magazine, news articles, posters, brochures and information materials.
- Devise and publish marketing materials and campaigns.

Administrative Support:

Provide support in the office general management, including

- Oversee the day-to-day administrative activities of the project office and ensure smooth and efficient workflow.
- Schedule and assist in the organization of meetings, training workshop and events
- Maintain organized records and filing systems, both electronic and paper-based.
- Managing the members' information and correspondences.
- Prepare reports, presentations, and other documents as needed.
- Undertake any other reasonable administrative duties as may be required

Requirements: Essential Qualifications and Skills

Education: Bachelor's degree in Communications, Information Management, IT or related field.

Experience: A minimum of 4 years proven working experience in a similar or complementary role.

Skills:

- Strong writing, editing, and verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent technology skills with proficiency in various software, internet tools, and digital platform
- Website content development and management
- Experience with social media management and content creation.
- Ability to work collaboratively in a dynamic team environment.
- Proficiency in digital photography, video production, and graphic design
- Administrative and organizational skills, with attention to detail.
- Attention to detail and problem-solving skills.

Location: WCK HQ with travels to the Tsavo Landscape, Kenya

Period: 1-year renewable contract.

How to Apply:

Interested candidates should send in their applications - a cover letter & CV's only to hr@wildlifeclubsofkenya.or.ke by 30th July 2024.

Email Ref/subject : Communications and Administrative Officer- WCK Tsavo

Only short-listed candidates will be contacted.