



## **ADVERT INTERNSHIP OPPORTUNITIES TRANSFORM NATIONS**

**APPLICATION DEADLINE 12<sup>th</sup> DECEMBER, 2016**

**Greetings,**

Transform Nations is searching **for 2 interns to join our leadership development internship program (as from January 2017)** for the following positions in our organization:

1. Man Enough Program Assistant Intern(1 position - male),
2. Administration Department Assistant Intern (1 position - male) - **MUST BE WELL EXPERIENCED IN DRIVING AND HAVE STRONG ADMINISTRATIVE AND RELATIONAL SKILLS.**

### **SKILLS, QUALIFICATIONS AND COMPETENCES**

**Are YOU:**

- A recent graduate of a recognized and accredited university and looking for an internship opportunity?
- **Business Administration graduate** (Preferably but not restricted)
- Good in writing and communication skills?
- Good at interpersonal skills?
- Good at Fund raising (the intern will be required to raise funds for their upkeep and for the organization – a basic stipend will be provided)
- Good with your Administration skills?
- **Well experienced in driving?** - If applying for the Administration position

**Do YOU:**

- Have a growing ongoing relationship with Christ?
- Do you have an interest in social issues and a desire to be a part of the change?
- Would you like to connect with your purpose and grow as a leader?
- Are you passionate about the transformation of your nation?

**Are YOU looking for a place where you can:**

- Discover your purpose?
- Grow in your leadership abilities?
- Meet new people and learn new skills?
- Get professional work experience in a dynamic environment?
- Grow deeper in your relationship with God?

Take a leap of faith and join the 'Transform Nations' L.E.A.D Program! A **one year Leadership Development program** that will give you an opportunity to:

## **Live!**

- Discover your God given purpose
- Grow in your relationship with God
- Work and interact with other individuals living in purpose

## **Be Equipped!**

- Learn practical leadership skills in a dynamic working environment
- Grow in self-awareness and discover hidden skills and abilities
- Get tools and resources that will help you succeed in all areas of your life

## Experience **Adventure!**

- Get out of your comfort zone
- Test your limits through challenging and stretching assignments
- Meet new people and experience other cultures

## Grow in **Depth!**

- Be the leader you always knew you were meant to be
- Become a part of a movement that is transforming the nation
- Take the first steps towards building a great legacy

## **KEY RESPONSIBILITIES**

### **1. KEY RESPONSIBILITIES**

#### **Program research and development**

- Assisting in research in the areas of masculinity, leadership and community transformation
- Assist in collection, compiling, collating and dissemination of researched information
- Assist in training and mentoring in our programs

#### **Administration**

- Preparation and execution of strategies and events of the programs
- Filing and record keeping system for the programs documents, reports, research articles and evaluation forms
- Coordinating and arranging meetings for the facilitators of the programs
- Managing the department's data base which includes contacts of clients, suppliers and volunteers
- Administration of finances received and spent in the programs

## Communication

- Send out the promotion adverts and invitation for the program activities and events
- Make follow up to participants in connection to the program activities and events
- Use the organizations social media platforms to communicate to our clients, partners and patrons on the activities and events of our programs
- Sending weekly updates on the economic and retention status of the running programs in the departments to the program coordinators
- Sending and collecting the administrative reports done by facilitators and mentors
- Ensuring that there is signage and promotional materials in our program activities and events

## Partnership Development and Fundraising

- Develop partnerships with individuals and institutions that will support your vision
- Contact and arrange for meetings with potential partners
- Writing proposals to sponsors and donor organizations
- Meet the set fund raising targets

## Interested?

Send us an email to [ogola.sarah@gmail.com](mailto:ogola.sarah@gmail.com), [rmutua@gmail.com](mailto:rmutua@gmail.com) and [sogola@transform-nations.net](mailto:sogola@transform-nations.net) with the position title (as is on the advert) indicated on the subject line.

Include in the email:

- A one page essay telling us about what kind of legacy you would like to leave in the world
- An application letter
- A comprehensive CV with the name and contacts of at-least 3 referees (former employer or professor, a pastor and or a mentor)

## Kindly note:

- Only email applications will be accepted
- Due to the volume of applications, only shortlisted candidates will be contacted
- Find out more about us on [www.transform-nations.net](http://www.transform-nations.net)
- **Deadline for submissions is 12th December, 2016.**