



VACANCY ANNOUNCEMENT

Outreach Coordinator

Somali Voices - Kenya

Equal Access International

Position Location: Nairobi, Kenya

Background:

Equal Access International is an international not for profit organization (501c3) working throughout Asia and Africa. A communication for social change organization that combines the power of media with community mobilization, Equal Access creates customized communications strategies and outreach solutions that address the most critical challenges affecting people in the developing world in the areas of peace and transforming extremism, women's and girl's empowerment, governance, civic participation, youth development, human rights and health.

Summary:

EAI is preparing for the Somali Voices project, an 18-month activity funded by the US Department of State's Global Engagement Center. The project is designed to increase the resilience of Somali-speaking communities in Kenya to violent extremism, with an emphasis on increasing local capacity to counter al-Shabaab's recruitment efforts, and shifting attitudes related to ideologically motivated violence.

Position:

The Outreach Coordinator will be responsible for overseeing the planning and implementation of the outreach and engagement activities in Nairobi County in the Somali Voices project and work to increase the organization's presence in the community in order to contribute efficiently and effectively towards meeting the needs of the target population and the goals of EAI.

Reporting & Supervision:

The Outreach Coordinator will report to the Project Coordinator.

Responsibilities:

- Assist in the organization of project activities in Nairobi County.
- Develop and implement outreach strategies for Somali Voices project in Nairobi.
- Identify relevant community events and coordinate participation in these events
- Prepare an annual budget for community outreach activities.
- Coordinate online outreach activities, including social media and project website updates.
- Nurture new and old relationships with collaborative partners.
- Schedule regular outreaches in the community in line with project requirements.
- Prepare accurate records and reports on the outreach activities.
- Coordinate production and distribution of promotional campaign materials.
- Actively reach out to community groups and organizations to explore partnership opportunities
- Contribute to communications, outreach and media relations activities as required
- Represent the Project Coordinator in stakeholder forums and meetings.

Required Skills & Qualifications:

- Fluency in English is a must; Advanced Somali language skills preferred.
- At least seven years of relevant work experience in outreach work preferably in Kenya.
- Progressive experience of outreach work (at least 3 years) in the NGO sector in Kenya.
- Outstanding written communication and presentation skills.
- Strong experience preparing reports and presentations.
- Strong knowledge of social media and other media platforms.
- Detail-orientated with the ability to manage multiple activities at a time.
- Demonstrated proficiency with electronic and printed reference materials.
- Willingness to travel to field sites within Nairobi County, Kenya.
- Ability to function effectively in a fluid but complex teamwork environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements required.
- Advanced computer skills, particularly with the Microsoft Office suite of applications.
- Knowledge and ability to implement principles of management, leadership, conflict resolution, negotiation, and motivation.
- Demonstrated record of initiative, problem solving, and adaptability.
- Strong listening, communication, and collaboration skills.
- Bachelor's degree required; advanced degree(s) preferred.

To Apply:

Interested applicants should e-mail a copy of your CV and statement of interest to eajobs@equalaccess.org with the reference "Outreach Coordinator – Nairobi County, Somali Voices" in the subject line.

Kenyan Nationals are strongly encouraged to apply. EAI is an Equal Opportunity Employer.