**Publication Development Intern**

Reports to: Public Information Supervisor

Department: Operations

Location: Nairobi, Kenya

Status: Internship

**RSC Africa**

The Resettlement Support Center (RSC) Africa operates a US refugee resettlement program in sub-Saharan Africa through a Cooperative Agreement with the Department of State/Bureau of Population, Refugees and Migration. RSC Africa is responsible for the preparation of refugee case files for adjudication by US Citizenship and Immigration Services (USCIS) officers, as well as the out-processing and cultural orientation of all approved cases. RSC Africa is administered by the Church World Service Immigration Refugee Program (CWS/IRP) and is based in Nairobi, Kenya.

**EEOC**

Church World Service does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, or veteran status in employment or the provision of services.

*Due to the volume of applications that we receive, only those individuals shortlisted will be contacted.*

**To Apply:**

Please click the below link to apply directly online to this position.

<http://rscafrica.applicantstack.com/x/detail/a2d9enfyigbs>

Please note RSC Africa does not accept resumes for positions that are not posted. All applicants are required to submit their resume using the on-line applicant tracking system.

**Internships**

RSC Africa seeks qualified individuals for the 2014 summer internship program. All internships are a minimum of six and a maximum of twelve weeks in duration. All interns must be prepared to start on **Monday, June 9th** in Nairobi, Kenya.

RSC Africa does **not** provide airfare or travel assistance but does provide shared accommodation and a small living stipend for interns selected from outside of Kenya. Interns selected from within Kenya receive a nominal daily transportation allowance.

**Communications**

HR will use the contact information supplied in ApplicantStack to contact you. If your contact information changes it is your responsibility to keep HR informed of your contact information.

**Application Materials**

Your application materials should clearly reflect how you meet the requirements of the position and demonstrate that you have successfully performed the essential functions of the position. Personal identifying information such as gender, age, nationality, tribe, and hobbies should **NOT** be included in your application materials.

Your experience should be in Month/Year format. Please do NOT include an objective statement.

**Primary Purpose**

This position is responsible for development and editing of RSC 2014 annual reports.

**Supervision**

The position works closely with the Public Information (PI) Supervisor and Manager.

**Essential Duties**

 ***Audio and Video Production:***

1. Lead the development of graphic materials for use in RSC Africa 2014 Report and RSC Africa materials.

2. Compile, format and draft, in consultation with PI Supervisor and Manager, RSC Africa 2014 Report, cultural profiles, refugee backgrounders, and highlights on refugee population served by RSC Africa.

3. Work with PI Supervisor to develop and provide regular (weekly or bi-weekly) trainings to PI staff on graphic design and Illustrator.

4. Perform other duties that may be assigned by the PI Manager, Supervisor or RSC Africa Senior Management.

**Qualifications**

**Education:**

Bachelor’s Degree in a related field of study required.

**Experience:**

Previous experience in publication development preferred.

**Knowledge/Skills:**

* Familiarity with Adobe Creative Suite, Publisher or other graphic design programs preferred;
* Excellent writing and editing skills.
* Strong English language skills
* Excellent interpersonal skills

**Abilities:**

The Publication Development Intern must have the ability to:

* work as a team member in a multi-cultural environment;
* maintain the integrity of official records;
* maintain high performance standards with attention to detail;
* conduct oneself in a professional and courteous manner to represent the best interests of RSC Africa;
* communicate effectively both verbally and in writing;
* follow instructions from Supervisor with a positive and receptive attitude;
* manage a large and diverse workload under pressure with competing priorities;
* work well as a team in a multi-cultural environment while maintaining a high level of motivation;.
* carry out all of the duties of the position efficiently and effectively with minimal supervision;
* maintain strict confidentiality with RSC Africa administrative and operational information.;

**Working Conditions**

**Physical:** This position requires sitting, standing, walking, pushing/pulling, handling objects (manual dexterity) and using fine finger movements.

**Environmental:** Normal office working conditions.

**Special Requirements**

Background check which includes references and an educational criminal check or Certificate of Good Conduct is required before the start of internship.

**Licensing/Certification**

None

**Competencies**

**Communication**

Ensure effective exchanges of information with others. Examples of skills and behaviors include speaking to others respectfully; expressing ideas in a logical, organized way; sharing information appropriately; and clarity and conciseness in written communication.

**Relationships**

Ensure constructive and supportive interactions with others. Examples of skills and behaviors include being positive and supportive when working with others; sharing information and resources freely; resolving conflict constructively; and proactively working to remove obstacles to success for others.

**Job Knowledge**

Utilize and apply job related knowledge to complete job tasks at a level that meets or exceeds expectations. Examples of skills and behaviors include utilizing job knowledge to solve problems or develop new approaches; maintaining or enhancing skills through continuing education; and taking on projects that will develop or enhance skills.

**Teamwork**

Work effectively and contribute as a member of a team. Examples of skills and behaviors include supporting other team members by sharing information; covering the work of others during absences, vacations, etc.; and actively participating in developing ideas for ways to increase team effectiveness.

**Problem Solving**

Analyze information and develop solutions to challenges that arise during the course of performing a job. Examples of skills and behaviors include researching and collecting facts; defining the issues and the parties affected; formulating options/solutions for addressing the problem; and engendering support for and implementing the solution.

**Program Planning and Management**

Organize work and/or plan projects and ensure timely completion and/or successful implementation. Examples of skills and behaviors include identifying and analyzing program options; identifying the tasks and deliverables required for successful completion; managing one’s time; monitoring the resources involved and ensuring that they are directed most effectively; and working with all involved to ensure successful completion.

**Leadership**

Guide and direct oneself or other individuals and groups toward a desired outcome. Examples of skills and behaviors include taking the appropriate level of initiative to resolve problems or remove obstacles, bringing individuals together around a common goal; evaluating information and making decisions; navigating conflict and obstacles; and ensuring that communication takes place between all parties involved.

**Resource Building and Stewardship**

Balance the acquisition or investment of organization resources with responsible use of those resources in line with the organization’s mission. Examples of skills and behaviors include taking advantage of all opportunities to cultivate potential donors; evaluating situations to identify the best use of resources; and making responsible investments of resources that increase organization effectiveness.