

Role Description: Academic Relations Intern

As an Academic Relations Intern with our non-profit organization, you will play a vital role in supporting underprivileged Kenyan youth by facilitating educational opportunities. Your primary responsibilities will involve maintaining and expanding partnerships with schools, as well as assisting students and their families in the application process for these partner schools. Through effective communication and relationship-building, you will contribute to the organization's mission of empowering students to access quality education.

Responsibilities:

- **Partnership Management:** You will be responsible for maintaining and nurturing relationships with existing partner schools. This includes regular communication, conducting check-ins, and addressing any concerns or issues raised by the schools.
- **Expansion of Partner Schools:** You will actively seek new schools to partner with, identifying potential institutions that align with the organization's mission and values. This will involve conducting research, reaching out to schools, and presenting the benefits of collaboration.
- **Application Support:** You will assist students and their families in navigating the application process for our partner schools. This may involve conducting workshops, providing guidance on documentation requirements, and answering inquiries related to admissions procedures.
- **Communication and Outreach:** You will serve as a liaison between the organization and partner schools, ensuring effective and timely communication. This includes sharing relevant program updates, coordinating school visits, and organizing events or workshops to engage school staff, students, and families.
- **Data Management:** You will maintain accurate and up-to-date records of school partnerships, application progress, and relevant communication. This information will be crucial for monitoring program effectiveness and reporting on key metrics.

Qualifications:

- Passion for education and a strong commitment to improving the lives of underprivileged youth.
- Excellent communication skills, both verbal and written, with the ability to engage with diverse audiences.
- Strong organizational skills and attention to detail to manage multiple tasks and deadlines effectively.
- Proactive and resourceful, with the ability to take initiative and work independently.
- Cultural sensitivity and the ability to adapt to different social and educational environments.
- Proficiency in basic computer skills and familiarity with productivity tools (e.g., Microsoft Office, Google Suite).

By contributing your skills and dedication as an Academic Relations Intern, you will help create opportunities for underprivileged Kenyan youth to access quality education. Your efforts will directly impact their lives and contribute to the organization's mission of fostering a brighter future for all.