



INTERNSHIP OPPORTUNITY

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya whose key mandate is to promote the interests of employers.

FKE provides internship opportunities to graduates to help them gain practical skills and experience necessary for their career development. Interns are offered a unique learning opportunity to gain skills and experience needed for advancement in their profession. We are seeking to recruit an Intern to fill the following role:

MARKETING & MEMBERSHIP SERVICES INTERN (1 POSITION) – MM/10/2022

The primary role of the Marketing and Membership Services Unit at FKE is to grow the membership of the organization, to facilitate strong membership engagement and to enhance membership retention. The Unit handles membership enquiries, new member applications, membership renewals and maintains up to date member records within the Federation.

The Marketing & Memberships Intern will work under the supervision of the Marketing & Membership Services Officer and will be trained to support the department in delivery of the following roles:

KEY RESPONSIBILITIES

- Development and implementation of Marketing & Membership management strategies and campaigns
- Handling and responding promptly to member enquiries.
- Maintaining and regularly updating members contacts and records on the Customer Relationship Management (CRM) system & database
- Printing and dispatching member certificates upon receipt of payments
- Assisting in mobilizing members for attendance of FKE events and Forums
- Assisting in management of the eWaqiri members portal
- Working with the Finance Office to ensure correct invoicing to members
- Supporting recruitment efforts for new members & in collecting annual subscriptions
- Working closely with the PR & Communications department for design and production of marketing collateral
- Assisting in preparing Marketing & Membership Services reports
- Any other duties that may be assigned.

QUALIFICATIONS AND EXPERIENCE

- A bachelor's degree in Marketing or related field from a recognized university
- The ideal candidate should have graduated from the university not more than 2 years ago and be below the age of 30 years
- One year work exposure/experience in a busy work environment
- A certificate and experience in digital Marketing and Customer Service will be an added advantage

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- Goal oriented, youthful, dynamic, passionate and self-motivated person
- A team player, creative and innovative person with ability to solve problems
- Excellent written and oral communication skills
- A positive attitude, good people skills and ability to learn fast and practice
- Unquestionable integrity
- Computer savvy
- Excellent organizational, administrative and time management skills
- Customer focused

Interested candidates who meet the above requirements should submit their applications and detailed Curriculum Vitae with 3 professional referees and a copy of the National Identity Card (ID) through: Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us not later than **November 1st, 2022**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director/CEO
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