



The Action Foundation Graduate Internship Program

About the Program & Job Descriptions



www.theactionfoundationkenya.org

About The Action Foundation (TAF)

The Action Foundation (TAF) is a non-profit organization founded in 2009, committed to improving the quality of life for children and youth with disabilities (CYWDs) in Kenya. Guided by a vision of an inclusive Africa where all CYWDs can thrive, TAF works to dismantle systemic barriers and ensure equitable access to education, healthcare, and economic opportunities.

Since its inception, TAF has reached over 20,000 CYWDs through impactful, life-changing programs. At the heart of TAF's mission is the belief that every child and young person with a disability deserves equal opportunities and lives free from violence, exploitation, and discrimination.

TAF adopts a holistic, life-cycle approach to support CYWDs from early childhood through adolescence and adulthood. Our core programs include Child Health and Development, Foundational Learning, Adolescent and Youth Empowerment, and Adolescent Girls and Young Women's Leadership Development. Through these initiatives, TAF provides skills, support, and opportunities for CYWDs to realize their potential and contribute meaningfully to their communities.

In addition to direct services, TAF engages in advocacy to promote inclusive policies and gender-responsive disability interventions at both national and sub-national levels. By working in partnership with government agencies, community leaders, and civil society, TAF is helping shape a society where the voices of CYWDs are heard and valued.

TAF also invests in evidence-based approaches. Through data collection, analysis, and dissemination, the organization identifies gaps and opportunities to implement effective, responsive interventions that improve outcomes for CYWDs.

TAF's long-term goal is to ensure that 3.4 million CYWDs in Kenya have equitable access to quality education and healthcare within a five-mile radius of their homes. This ambitious vision is anchored in the principle of "Nothing About Us Without Us." By actively involving CYWDs and their caregivers in program design and decision-making, TAF ensures that its interventions are inclusive, relevant, and empowering.

Graduate Internship Program

As part of its efforts to build a strong ecosystem that supports disability inclusion across all levels of society, TAF offers a Graduate Internship Program that provides young professionals with hands-on experience in disability rights and inclusive development.

This paid internship equips participants with essential skills, training, and mentorship to become future leaders in the sector. Interns will have opportunities to:

- Engage in program design and implementation
- Contribute to advocacy and communication efforts
- Work alongside experienced professionals on impactful projects
- Participate in mentorship and capacity-building sessions

Interns will also support initiatives that directly benefit CYWDs and help advance the rights and well-being of some of the most marginalized members of society.

Interns receive a monthly stipend of **KES 30,000** (gross amount), ensuring financial support throughout their engagement with TAF.

Through this program, TAF is nurturing a new generation of changemakers, working together to build a more inclusive and equitable society where everyone has the opportunity to thrive.

For more information, visit: www.theactionfoundationkenya.org

1. Communication Graduate Intern

Job Title: Communication Graduate Intern

Reports to: Communications & IT Officer

Department/ Unit: Communication

Location: Nairobi, Kenya (with periodic travel as required)

Period: 6 Months

About The Role

The Action Foundation is seeking a dynamic and creative Graduate Intern to support our communications team in capturing and sharing impactful stories through visual content. The intern will play a key role in photography, videography, photo editing, video editing, and graphic design. This position is ideal for a passionate individual looking to gain hands-on experience in media production and digital storytelling while contributing to meaningful projects.

Key Responsibilities

- Assist in capturing high-quality photographs and videos at events, workshops, and field activities.
- Support the editing of photos and videos for social media, website, and other communication platforms.
- Help in creating visually compelling graphics for digital and print media.
- Contribute to writing clear, engaging copy for social media posts, website content, newsletters, and other communication materials.
- Assist in planning, scheduling, and publishing social media content across platforms to enhance visibility and audience engagement.
- Monitor trends and performance on social media and recommend content adjustments for greater reach and impact.
- Develop human-centered impact stories and case studies that highlight program outcomes and the experiences of program participants.
- Collaborate with field teams to gather testimonials, interviews, and other narrative content that showcases the organization's impact.
- Organize and manage digital assets, ensuring proper storage, cataloging, and easy retrieval.
- Collaborate with the communications team to develop cohesive content that aligns with the organization's brand, messaging, and strategic goals.

- Support in setting up and managing photography and videography equipment during shoots.
- Assist in brainstorming and conceptualizing creative media content and campaigns to enhance communication efforts.
- Perform other communication-related duties as assigned.

Qualifications & Skills

- Currently pursuing or recently completed a degree/diploma in Communication, Media Studies, Journalism, Graphic Design, Film Production, or a related field.
- Basic experience in photography, videography, photo editing, video editing, and graphic design.
- Proficiency in Adobe Creative Suite (Photoshop, Premiere Pro, Illustrator, Lightroom) or other relevant editing software.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Keen eye for detail and strong storytelling skills.
- Good organizational and time management skills.
- A creative mindset and eagerness to learn new techniques and industry trends.
- Strong communication and interpersonal skills.

Benefits:

- Hands-on experience in a professional communication setting.
- Mentorship and skill development opportunities.
- Opportunity to work on impactful projects that contribute to social change.
- Networking opportunities within the industry.

If you are a creative individual passionate about storytelling through visual media and eager to enhance your skills, we encourage you to apply for this internship opportunity.

Submit your application to careers@theactionfoundationkenya.org by **22nd April 2025**.

2. Foundational Learning (Somesha) Graduate Intern

Job Title: Graduate Intern- Foundational Learning

Reports to: Foundational Learning Officer

Department/ Unit: Programs (Somesha)

Location: Nairobi, Kenya (with periodic travel as required)

Period: 6 Months

About The Role

We are looking for a motivated and ambitious Graduate Intern to join our Programs Department team under the Somesha Program. This role offers hands-on experience in inclusive education systems to ensure that CWDs have equitable access to quality early learning. The role will provide an opportunity to develop essential skills Inclusive Early Childhood Education (IECE), school readiness, foundational literacy, and numeracy for children with disabilities. The program creates a strong educational foundation that promotes lifelong learning and development.

The ideal candidate should be eager to learn, detail-oriented, and ready to contribute fresh ideas to our team.

Key Responsibilities

- Provide assistance during training and professional development for teachers on Inclusive practices.
- Collaborate with teachers in developing learning materials/stories for schools.
- Continuous follow-up with partner schools to identify areas of support.
- Update program records/documents.
- Support in conducting monitoring visits to households in the implementation of HBL.
- Document success stories with the guidance/Support of the Program Officer.
- Any other duty assigned by the supervisor.

Qualifications & Skills

- Recent Graduate with Degree in Special Needs Education or Degree in ECDE.
- Excellent knowledge on Inclusive practices and Inclusive Education
- Excellent writing skills
- Passionate about working with children with disabilities and committed to inclusive education.
- Basic understanding of disability-inclusive education practices.
- Strong communication, interpersonal, and teamwork skills.
- Ability to adapt and be flexible in a dynamic learning environment.
- Proficiency in using digital tools for teaching and learning is an advantage.
- Previous experience in working with children with disabilities (e.g., volunteering, internships) is a plus.

Benefits:

- Hands-on experience in program coordination, Foundational learning and leadership training.
- Networking opportunities with stakeholders and organizations in inclusive education & health systems strengthening.
- Capacity-building and mentorship support for professional growth.
- A potential recommendation for future opportunities.

If you are passionate about Inclusive Early childhood Education (IECE), and eager to enhance your skills, we encourage you to apply for this internship opportunity.

Submit your application to careers@theactionfoundationkenya.org by **22nd April 2025**.

3. Adolescent & Youth Empowerment Graduate Intern

Job Title: Graduate Intern – Adolescent & Youth Empowerment

Reports to: Adolescent & Youth Empowerment Manager

Department/ Unit: Programs (Ibuka & Kuza)

Location: Nairobi, Kenya (with periodic travel as required)

Period: 6 Months

About The Role

We are seeking a passionate and motivated Graduate Intern to join our Programs department under the Ibuka/Kuza program. The intern will support the implementation of the IBUKA & KUZA programs and will assist in program coordination, facilitation, and data collection to ensure the effectiveness of activities and interventions aimed at supporting adolescent girls and youth with disabilities.

Key Responsibilities

- **Program Support:** Assist in planning and organizing program activities, including mentorship sessions, workshops, and training events.
- **Facilitation & Outreach:** Support the facilitation of leadership training, STEM education sessions, and digital skills workshops.
- **SRHR & Violence Prevention:** Assist in the implementation of activities promoting sexual and reproductive health rights (SRHR) and gender-based violence prevention.
- **Stakeholder Engagement:** Participate in outreach efforts to engage beneficiaries, schools, community organizations, and other stakeholders.
- **Monitoring & Reporting:** Collect data, document impact stories, and assist in preparing reports on program activities and outcomes.
- **Communication & Awareness:** Contribute to social media updates, newsletters, and awareness campaigns to highlight program initiatives.
- **Administrative Support:** Provide logistical and administrative assistance for program activities, including coordinating meetings and events.

Qualifications & Experience

- Currently enrolled in or graduated from a degree/diploma program in Social Sciences, Disability Studies, Gender Studies, Community Development, or a related field.
- Strong interest in disability rights, gender equality, and youth empowerment.
- Excellent communication and organizational skills.
- Experience in community engagement, advocacy, or youth programs is an added advantage.
- Basic knowledge of STEM education, digital skills, or assistive technologies is desirable.
- Ability to work collaboratively with diverse teams and stakeholders.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and social media platforms.

Relevant Skills:

- Strong leadership and mentorship abilities.
- Effective communication and interpersonal skills.
- Organizational and time management skills.
- Ability to work independently and in a team environment.
- Problem-solving skills.
- Digital literacy, including familiarity with Microsoft Office and social media platforms.

Benefits:

- Hands-on experience in program coordination, disability advocacy, and leadership training.
- Networking opportunities with professionals and organizations in education, disability rights, and gender equality.
- Capacity-building and mentorship support for professional growth.
- A potential recommendation for future opportunities.

If you are passionate about young women and girl's empowerment, and eager to enhance your skills, we encourage you to apply for this internship opportunity.

Submit your application to careers@theactionfoundationkenya.org by **22nd April 2025**.

4. Child Health & Development Graduate Intern

Job Title: Child Health & Development Graduate Intern.

Reports to: Senior Child Health & Development Program Officer

Department/ Unit: Programs (Tunza)

Location: Nairobi, Kenya (with periodic travel as required)

Period: 6 Months

About The Role

We are looking for a motivated and ambitious Graduate Intern to join our Programs Department team under the Tunza Program. This role offers hands-on experience in Early Childhood Development (ECD). The Child Health & Development intern will be responsible for providing technical support to our programs focused on promoting healthy growth and development of children, women, and girls with disabilities. They will support the planning, implementation, and monitoring of health programs to ensure that they align with the organization's mission and goals. The graduate intern will work closely with the Program officer and other staff members to ensure that the organization's programs are effectively implemented and evaluated.

The ideal candidate should be eager to learn, detail-oriented, and ready to contribute fresh ideas to our team.

Key Responsibilities

1. Caregiver Capacity-Building Workshops

- Plan and facilitate workshops for caregivers.
- Prepare workshop content, program, and assessments.
- Mobilize resources and coordinate logistics.
- Prepare reports and financial reconciliations after workshops

2. Organize Pediatric Clinics and Medical Camps.

- Source pediatric medical personnel and necessary resources.
- Obtain approvals from relevant authorities.
- Mobilize communities and stakeholders for participation.
- Ensure smooth logistics and service delivery during clinics/camps.

3. Entrepreneurship and Vocational Training.

- Recruit caregivers and facilitate training sessions.
- Mobilize resources and trainers for training programs.
- Organize graduation ceremonies and follow-up activities.

4. CWD Rights Advocacy & Communications.

- Participate in radio/TV presentations and social media content creation.
- Assist in advocating for the rights of children with disabilities.

5. Reporting

- Prepare activity reports after each program.

Qualifications & Skills

- Recently graduated with a Degree in Community Development, Social Sciences, Development Studies, Public Health, or a related field.
- Experience with community engagement or program support is a plus.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office and data analysis tools is an advantage
- Experience in Early Childhood Development (ECD) programs is an added advantage
- Proficiency in data management and visualization tools (such as Excel)
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills, with experience in developing program reports.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Good organizational and time management skills.

Benefits:

- Hands-on experience in program coordination, disability advocacy, and leadership training.
- Networking opportunities with professionals and organizations in education, disability rights, and gender equality.
- Capacity-building and mentorship support for professional growth.
- A potential recommendation for future opportunities.

If you are passionate about promoting healthy growth and development of children, women, and girls with disabilities, and eager to enhance your skills, we encourage you to apply for this internship opportunity.

Submit your application to careers@theactionfoundationkenya.org by **22nd April 2025**.

