



## **Job Description: Program Support Intern at Fursa Trust**

### **About Fursa Trust:**

Fursa Trust Kenya is a small non profit organization dedicated to empowering children and youth from underserved communities through education, mentorship, and skill-building programs. We are committed to creating a world where all children, regardless of their background and circumstance, can lead a life of choice.

The Fursa Trust has been running an Afterschool and Holiday Club in Deep Sea Slum for 5 years and in 2024 we are constructing a new building in Deep Sea Slum that will increase the size and scope of our work for the community. We are committed to fostering a positive learning environment that encourages creativity, innovation, and personal growth. The ideal candidate should be able and willing to work in a fast changing environment, and support adequately amidst all the changes.

### **Overall Job Role:**

As a **Programme Support Intern** at Fursa Trust, you will play a crucial role in assisting with the planning, implementation, and evaluation of our educational programs, and be part of the team working directly with children at the club.

Your responsibilities will include supporting educational activities, preparing materials, engaging with students, and contributing to the overall success of our programmes, including supporting the process of moving into our new space.

This role offers a unique opportunity to make a meaningful impact on the lives of children and youth while gaining valuable experience in the nonprofit sector.

The role is full-time (40 hrs per week). The successful candidate will need to be available to be in the club 4-7pm at least four days a week and Saturdays 2-5pm, and able to work some hours remotely.

### **Description of the Ideal Candidate:**

We are looking for a passionate and dedicated individual with a strong interest in youth development and community engagement.

The ideal candidate should possess excellent organizational skills, and be highly motivated and able to work independently, with limited supervision, as well as collaboratively in a team setting and can juggle multiple tasks.

The ideal candidate will be compassionate and empathetic and must believe that every child regardless of tribe / religion / circumstance, has the potential to realize their dreams.

S/he will be open-minded, flexible, and willing to learn new approaches to education, with a creative and energetic approach to learning activities.

S/he will be curious, with an ability to listen, observe, and provide constructive feedback to support students in their learning and growth.



**Specific Skills and Experience Required:**

- Experience working with children and youth
- Strong organizational skills for planning and coordinating educational activities.
- Basic IT proficiency for tasks such as printing materials and using educational software.
- Ability to collaborate effectively with team members, students, and community stakeholders.
- Strong communication skills to build trust and maintain positive relationships with the children, families, and volunteers .
- Works well independently and in a team.

**Preferred Skills/Experience:**

- Training/experience in educational environments.
- Experience working with Edtech or developing engaging and interactive learning activities.
- Familiarity with low-income environments or a willingness to learn and understand diverse community backgrounds.

**Start Date:** July 2024

**Duration:** 6 months (with the possibility of extension based on performance and organizational needs)

If you are passionate about making a positive impact on young lives and are excited about joining a dynamic team committed to educational excellence and social change, we encourage you to apply for this internship opportunity at Fursa Trust. Together, we can empower the next generation of leaders and change-makers!

**Application process** - all applications to be submitted online via:

<https://www.thefursatrust.org/jobs/>. Applications considered on a rolling basis up to 5 May 2024.