

The Sahara Centre Internship Programme

Job Description: Membership & Programmes Management Intern

Responsibilities

- Membership & office support
- Solicit member feedback on programming and member benefits.
- Create and present reports on continuous improvement opportunities for member benefits.
- Answer and direct phone calls
- Organize the office layout
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute emails, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system for the general office administration and the INDIGO library.
- Order office supplies and research new deals and suppliers
- Maintain the office condition and oversee all necessary repairs

Requirements and skills:

- Ability to foster and maintain working relationships with stakeholders across varying industries
- Willingness to learn and be creative
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Bachelor's Degree
- Knowledge of Office Administrator responsibilities, systems and procedures
- Familiarity with email scheduling tools, like google calendar, Calendly, etc
- Strong organizational and planning skills
- A creative mind with the ability to suggest improvements.

Benefits Offered:

- Stipend of ₦40,000 monthly
- Improved reading & writing skills used to build reports & write grants
- Communication skills training
- Access to Indigo Workspace & Library
- Networking opportunities with stakeholders and members across industries

If you are interested, email programmes@saharacentre.org with your cv and a one-page cover letter attached.

The Sahara Centre Internship Programme

Job Description: Communications Intern

Responsibilities

- Design and implement social media strategy to align with business goals
- Set specific objectives and report on ROI
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Suggest and schedule newsletter templates and topics to subscribers bi-weekly
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications

Requirements and skills:

- Copywriting skills
- Ability to deliver creative content (text, image and video)
- Interest in SEO, keyword research and Google Analytics
- Knowledge of online marketing channels
- Familiarity with web design
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A creative mind with the ability to suggest improvements.

Benefits Offered:

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The Sahara Centre Internship Programme

Job Description: Research Intern

Responsibilities

- Analyze and Collate data within the scope of the centre
- Research cataloguing systems best suitable for the African Writers Series
- Liaise with executive and senior administrative assistants to handle research requests and queries from senior managers
- Assist the Research Managers in finding strong stories about our channels to provide the ad sales team with compelling sales arguments and editorial teams to prepare a better programming offer and channel concepts
- Analyze data & draw high-level conclusions and recommendations
- Analyze research findings and develop presentations, dashboards, models, infographics, and other items to support effective decision-making

Requirements and skills:

- Familiarity with research and library organisational databases (e.g JStor)
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers.
- Proficiency in MS Office (MS word, MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Bachelor's Degree
- Knowledge of Office Administrator responsibilities, systems and procedures
- Familiarity with email scheduling tools, like google calendar, Calendly, etc
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- A creative mind with the ability to suggest improvements.

Benefits Offered:

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