

The Wyss Academy for Nature, a Swiss foundation, co-designs and evaluates innovative development pathways and conservation approaches. Rooted in science, stakeholder engagement, and creative solutions, our initiatives unfold across four regional stewardship hubs: East Africa (Kenya), South America (Peru), Southeast Asia (Laos/Thailand), and Europe (Switzerland). We envision a just and sustainable world where nature conservation and human wellbeing are intertwined. Our organization brings together researchers, businesses, policymakers, and communities to co-create innovative solutions for pressing challenges like climate change, biodiversity loss, land use change, and inequality.

We are seeking a highly motivated and experienced professional to join our dynamic team in the function of **Communications Specialist (100%)** based in the Wyss Academy for Nature office in Nanyuki, Kenya.

**Start date:** at earliest convenience

**Location:** Wyss Academy for Nature office in Nanyuki, Kenya

**Contract terms:** 100%

**Apply by:** 8 December 2024

**Interviews:** Pre-screening phone interviews mid-to-end of December 2024, interviews mid-January 2025, with one round potentially in-person at the Wyss Academy for Nature's office in Nanyuki

### **About the role**

We are seeking a highly motivated and results-oriented team player with a passion for environmental conservation and improving the relationship between nature and people. Our ideal candidate has excellent communication and organizational skills, possesses a curious, open, and culturally sensitive personality, and is comfortable working independently in a dynamic environment. As the Communications Specialist, you will lead the internal and external communications efforts for the East Africa Hub, working closely with the Director's Office. As such, the role requires executive-level administrative coordination to manage agendas, track key events, and engage with partners effectively. Regular in-country travel is required. You will also closely collaborate with the Global Communications team of the Wyss Academy.

### **Responsibilities**

- Contribute to the co-design and implementation of the Wyss Academy's communications strategy and adapt it to the regional context.
- Manage the EAF Hub's annual activity calendar.
- Provide coordination, management and representation support to the Hub Director, including calendar management and responding to inquiries.
- Monitor external events and milestones relevant to the Wyss Academy's work, defining and executing related communication actions.
- Produce communications materials (texts, videos, photography) and conduct storytelling on specific projects and activities for a diverse range of communications channels (digital & print).
- Media relations; spokesperson for Hub EAF.
- Support the creation, editing, and dissemination of annual reports and other communication materials.

- Collaborate with the Wyss Academy's global communications team to create and share content.
- Facilitate event planning and implementation for a range of activities, including press conferences, board events, and project launches.
- Support administrative and logistical tasks for communication and administrative activities, including those performed by third-party providers.

### Qualifications

- Degree in communications, journalism, public relations, marketing, or a related field.
- 5+ years of work experience in digital media, content creation, storytelling, social media management, media relations, or similar.
- 3+ years of experience providing executive support, including event planning, workshop organization, and coordinating third-party vendors.
- Proficiency in English and Swahili, both written and verbal.

### Desired skills and qualities

- Passion for the Wyss Academy for Nature's mission.
- Strong communication and coordination skills.
- Strategic mindset and experience in creating communication concepts or strategies.
- Experience with Content Management Systems and Customer Relations Management tools.
- Strong interpersonal skills, integrity, and track record in handling confidential information.
- Outstanding organizational and time management skills.
- Experience with strategic communication and content management.
- Proficiency with Microsoft Office Suite and online communication tools.
- Ability to maintain effective working relations in a multicultural, multiethnic environment.
- Outstanding organizational and time management skills.
- Creativity, flexibility and out-of-the box thinking.
- Positive energy, drive, enthusiasm, commitment, and passion for high quality work.
- Proactive attitude, with a commitment to continuous learning.

### We offer

- The chance to be part of an organization that develops, tests, and scales up innovative solutions to the most urgent problems of our times.
- An intercultural, multidisciplinary, and dynamic working environment.
- Open-ended local employment by a Swiss Foundation.
- Flexible working hours.

For more information about this position, please write to [hr@wyssacademy.org](mailto:hr@wyssacademy.org). Thank you for your interest. We look forward to receiving your application (motivation letter, CV, employment and education references) via the online portal. The Wyss Academy for Nature values diversity and equal opportunity. ***We welcome all applications from qualified individuals who meet the required criteria. To improve our gender balance, we particularly welcome applications from women.***