Scale-Up Intern: Job Description

Type of Contract: 3 months Internship with the possibility of an extension

Department: Scale Up

Job Location: Nairobi, Kenya

About Moringa School

- Moringa School is transforming higher education in Africa, starting with software development. In our current program, we transform ambitious amateurs to coding professionals.
- We are a premier advanced immersive program, training exceptional full-stack and mobile Software Engineers. Moringa School is currently expanding rapidly into other courses and geographies across Africa and are looking for top talent to accelerate our growth.
- Moringa School was named one of the 'Top 10 Most Innovative Companies' in 2018 by Fast Company.
- **Moringa School aims to train 200,000+ knowledge workers through market-driven education in emerging markets by 2030.**

Our Mission and Product Vision

- Moringa School's mission is twofold:
  - To empower people &
  - To transform education through rapid-iteration teaching.
- The vision for our software development product is to transform the talent landscape in Africa with world-class software engineers and software-savvy professionals.

Our Culture

- Employees enjoy a fun, collegial startup environment
- You will be surrounded by talented, friendly, brilliant, & mission-driven professionals who work hard to provide the best student experience of its kind in the world.
- We are committed to employee health & wellness- we truly believe that you need to take care of yourself first.
- We understand the value in remote working & support it as needed.

Why We Are Hiring for This Role

Moringa School is growing at a fast rate and there is a need for coherent strategy, systems and processes around our internal communication to help drive the business' priorities. You will come in to support the Scale Up Team in facilitating specific special projects with the main purpose of giving staff a holistic view of the organisation. You will also work closely with different teams to streamline their communication channels and also enforce best practices across teams.

In summary, we currently operate in silos and want to make a shift to a more inclusive way of working and you will be pivotal in supporting this.

What you will do

- Review existing communication channels
- Supporting the development and implementation of training for staff on communication etiquette across our various channels
- Design communication calendars
- Assist in the development of an internal communications playbook to help teams across the firm manage communications within their departments both for our local and international offices
- Work closely with various stakeholders in consolidating content around our Weekly Kick Offs, Monthly Assemblies, company bulletins, newsletters etc. to drive employee engagement around company initiatives
- Assist in the coordination of internal organization wide meetings
- Design templates to be used across the organisation to ensure consistency and also support teams in migrating to these new platforms
- Facilitate facilitator training to better prepare staff when conducting organisation wide meetings

Who You Are

- Open to change and flexible in a fast paced environment
- Apply innovation and creativity to problem solving
- Ability to remain professionalism and maintain strict confidence
- Ability to work on multiple projects simultaneously

What You Have

- 6 months - 1 year working experience
- Working knowledge of Google Suite
- Genuine interest in content creation

Career Growth & Development

We do not believe that an organization can grow without the growth & development of its staff. At Moringa School, we are consistently building systems to invest in the growth of our employees. We are deeply invested in offering career growth within Moringa, provide actionable feedback through "weekly check-ins" & thorough career reviews.

We will work together with you to craft roles that both support the needs of the organization and that you can be passionate about.

To Apply

Email your resume to the Recruitment team at joinus@moringaschool.com

- **Subject Line: Application: Role Title | Your full name**