



TERMS OF ENGAGEMENT

JOB TITLE:	Volunteer -Event Planning Assistant (4 positions)
REPORTING TO:	Youth Department Officer
DEPARTMENT:	Youth Development Department
JOB LOCATION:	Hybrid (Nairobi and Remote)

ROLE OVERVIEW

The Volunteer Event Planning Assistant will support the Youth Development Department in planning and coordinating conferences and town hall sessions aimed at engaging and empowering young people in various counties. This role is crucial in ensuring that all logistical, administrative, and technical aspects of these events are well organized and executed to achieve the goals of the Kenya Red Cross Society's Youth Department.

The volunteer will assist in event coordination, communication, and reporting to help facilitate the smooth running of youth conferences and town halls. They will work closely with the Youth Department Officer and other key stakeholders to ensure that the events are impactful and aligned with the strategic goals of the department.

SCOPE OF ROLE:

Reports to: Youth Department Officer

Staff reporting to post: None

Budget responsibility: None.

KEY RESPONSIBILITIES

1. Event Planning & Coordination

- Assist in planning and organizing youth-focused conferences and town halls.
- Support in coordinating logistics including venue booking, invitations, and equipment setup.
- Work with the team to ensure events are on schedule and within the set budget.
- Manage communications related to the events, ensuring stakeholders are informed and updated.

2. **Administrative Support**

- Create and maintain records related to event planning, including participant lists, and event reports.
- Help prepare event materials such as presentations, handouts, and registration lists.
- Assist with post-event evaluation and reporting.

3. **Partnership & Stakeholder Engagement**

- Maintain positive relationships with stakeholders including local youth groups, speakers, and partners.
- Support the team in developing partnerships and fundraising activities for future events.

4. **Monitoring & Reporting**

- Assist in monitoring the progress of event preparation and provide timely updates to the Youth Department Officer.
- Support the creation of reports that document event successes and areas for improvement.

QUALIFICATIONS

- Previous volunteer experience in event planning **is required**.
- Strong organizational and communication skills.
- Passion for youth engagement and community development.
- Ability to work effectively in a team and coordinate with multiple stakeholders.
- Flexibility and the ability to manage time effectively in a dynamic environment.
- Basic computer skills, including knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Education; Event Management/ Planning, Public Relations, Project Management or related field is an added advantage.

GENERAL

The volunteer must comply with Kenya Red Cross Society's policies and practice with respect to child protection, PSEAH, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

WORKING HOURS

This is a volunteer position requiring a commitment of 32-40 hours per week over a 2 -month period (16th October-30th November).

RENUMERATION

1000/= a day as per the company policy on volunteer allowances