



Organisation Description

Land & Life Foundation is a non-profit focused on creating a sustainable future where communities and wildlife thrive together. Working in key wildlife conservation areas across East Africa, we are the charitable face of Elewana and Cheli & Peacock Safaris, who donate \$1 for every bed night sold. Through our flagship conservation education program, the Wildlife Warrior Program, we are developing the next generation of conservationists and providing scholarships for our top scoring conservationists. We also run conservation initiatives, medical outreach and school support programs. Based in East Africa, we are also partnered with a 501(c)3 for US citizen tax relief.

Summary of Position

Land & Life Foundation is looking for a highly professional and organized Intern who will provide administrative duties to the Land & Life Foundation team based at Lengai House, Wilson Airport.

He or she must possess:

- A BA in Communication, Community Development, Conservation, Business Administration or relevant fields
- Excellent communication and organisational skills
- Ability to work independently under minimal supervision
- Versatile and flexible enough to handle multiple assignments
- Ability to exercise discretion when handling confidential information

Duties:

- Send requests for proforma invoices to suppliers
- Receive physical donations, sort them and take an inventory.
- Send donations and packages to the camps with assistance from Project Coordinator
- Write letters for acknowledging receipts of donations to the Schools and work with Project Coordinator to follow-up with the Camp Managers
- Write 'Thank You' letters to donors
- Book meeting rooms
- File office documents
- Photocopy and scan documents
- Manage the donation tracker
- Update and maintain the mailchimp databases
- Monitor and order inventory of office supplies
- Book flights and make arrangements for accommodation for the team
- Keep office area neat and tidy



- Any other duties that may be assigned from time to time

Duration:

- 3 months

Working hours:

- 8.00 a.m - 5.00 p.m. - Monday to Friday

Remuneration:

KES 10,000 per month

Applications to be sent to info@landandlife.foundation