

Position : Program and M&E Intern

Duration: 6 Months

Location: Kakamega County

ABOUT YOUTH CHANGERS KENYA

Youth Changers Kenya is a community-based organization founded in 2015 to promote sexual reproductive health and rights and to address systemic issues of sexual violence among adolescent girls and young women in rural and peri-urban areas. YCK's work with girls and young women strives to provide the knowledge and skills necessary to pursue education, participate in policy spaces, delay pregnancy, make informed choices, and build self-confidence. At the same time, YCK strategically engages with key gatekeepers to build a strong collaboration aimed at developing a more equitable justice system for sexual violence against girls and women.

POSITION OVERVIEW

We are looking for a dedicated and enthusiastic Program and Monitoring & Evaluation (M&E) intern to join our team in Kakamega. This internship offers a unique opportunity to gain hands-on experience in program management, data collection, analysis, and reporting. The intern will assist in the monitoring and evaluation of our ongoing programs, ensuring that our projects achieve their objectives and deliver measurable impact.

KEY RESPONSIBILITIES

- Assist in the planning and implementation of program activities.
- Support the development and refinement of program strategies, work plans, and timelines.
- Collaborate with program staff to ensure smooth execution of activities, including workshops, training sessions, and community outreach.
- Contribute to the preparation of program-related documentation, such as agendas, participant lists, and activity reports.
- Engage with beneficiaries and stakeholders to gather feedback and insights on program activities.

- Support data collection, entry, and analysis for ongoing projects.
- Assist in the preparation of M&E reports, including tracking key performance indicators (KPIs).
- Participate in field visits to monitor program activities and gather data.
- Support the development of data collection tools and methodologies.
- Assist in the preparation of presentations and reports for internal and external stakeholders.
- Collaborate with the program team to ensure that project activities are aligned with M&E frameworks.
- Contribute to other program and M&E-related tasks as needed.

QUALIFICATIONS

- Holds a degree in Development Studies, Social Sciences, Statistics, or a related field.
- Strong analytical skills and attention to detail.
- Knowledge of M&E principles and practices is an advantage.
- Minimum of two years of experience in the programs and M&E within the nonprofit sector.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Strong communication and report-writing skills.
- Ability to work independently and as part of a team.
- Willingness to travel to field locations within Kakamega.
- A certificate in Project Management is an added advantage.

BENEFITS

- Gain practical experience in program management and M&E within the non-profit sector.
- Opportunity to work with a passionate and dedicated team in Kakamega.
- Exposure to real-world challenges and solutions in development programs.

HOW TO APPLY

Interested candidates are invited to submit their CV and a cover letter explaining their interest in the internship and how their skills align with the responsibilities to **info@youthchangerskenya.org** by **September 20th** with the subject email as **First Name; Program and M&E Intern application**. Only shortlisted candidates will be contacted.