



PUBLIC RELATIONS SOCIETY
OF KENYA

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« WE ARE
HIRING INTERNS

- ✓ Graphics & Creative Design
- ✓ Membership Services & Communications



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GRAPHICS & CREATIVE DESIGN INTERN

PRSK is the umbrella body for public relations and communication management practitioners in Kenya, bringing together over 14,000 members across different sectors. As PRSK continues to expand its programmes, events, and digital engagement, there is an increasing need for creative visual communication to support its branding and communication activities.

Duration

Six (6) months.

Location

PRSK Offices, Wu Yi Plaza, Galana Road, Nairobi.

Key Responsibilities

- Design graphics for PRSK events, webinars, conferences, and campaigns
- Create social media creatives, posters, banners, and promotional materials
- Support the design of newsletters and email communication visuals
- Develop presentations, infographics, and visual communication materials
- Support photo and basic video editing for digital platforms
- Maintain consistency with PRSK branding guidelines
- Support event communication and promotional materials
- Perform other duties assigned by the Secretariat

Requirements

- PRSK student member or recent graduate in Graphic Design, Communication Design, Public Relations, or related field
- Proficiency in Adobe Creative Suite or Canva
- Strong creativity and attention to detail
- Basic understanding of digital and social media content design
- Ability to work independently and meet deadlines



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MEMBERSHIP SERVICES & COMMUNICATIONS INTERN

PRSK is the umbrella body for public relations and communication management practitioners in Kenya, bringing together over 14,000 members across different sectors. The Society's broad objective is to advance excellence in public relations and communication management in Kenya and to ensure that the practice continues to thrive within an ethical framework defined by the profession.

To better serve its growing membership base and strengthen the Secretariat's communication outputs, the Membership Services Department proposes the engagement of a Membership Services & Communications Intern. The intern will support both membership functions and the production of written communication materials across PRSK's platforms and programmes.

Duration

Six (6) months.

Location

PRSK Offices, Wu Yi Plaza, Galana Road, Nairobi.

Key Responsibilities

Membership Services:

- Provide support in membership services programmes including recruitment, retention, and engagement
- Assist in managing the PRSK membership database, ensuring accurate and up-to-date records of member information
- Support the processing of new member applications, renewals, and membership payments
- Handle membership inquiries via phone, email, and social media platforms, ensuring timely and professional responses
- Coordinate meetings and engagement activities with PRSK member organisations and partners
- Support the planning and execution of member engagement activities including university and college recruitment drives
- Make follow-up calls to inactive members, new applicants, and approved applications awaiting payment
- Coordinate with other departments to ensure effective communication with members regarding upcoming events and PRSK initiatives
- Assist in conducting research on membership best practices and trends to support the development of the PRSK membership programme

- Provide administrative support to the Membership Department including filing, data entry, and document preparation

Communications & Writing:

- Draft, edit, and proofread written communication materials including member updates, newsletters, and announcements
- Develop content for PRSK's digital platforms including the website, social media channels, and email communications
- Support the preparation of reports, concept notes, and briefs for PRSK programmes and committees
- Support coverage of PRSK events through live posting, write-ups, and post-event reports
- Contribute to the production of creative membership communication materials
- Perform any other duties assigned by the Membership Services Manager or Head of Secretariat

Requirements

- PRSK student member or recent graduate in Public Relations, Communications, Journalism, or a related field
- Strong written and verbal communication skills, including customer service experience
- Proficiency in Microsoft Office applications, particularly Excel and Word
- Ability to adapt tone and style for different audiences and communication channels
- Attention to detail and ability to work independently with minimal supervision
- Positive attitude, willingness to learn, and ability to manage multiple tasks and meet deadlines



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To apply, submit your CV, cover letter, and all academic documents compiled into one PDF file to
hr@prsk.co.ke by **24th July, 2026**
indicating the job title you are applying for in the email subject line.