



Kenya Coffee Traders Association

Certificate of registration no. 21314

Kenya Coffee Traders Association seeks a highly motivated individual to join us as a PR and Marketing Assistant. Background in Coffee is a definite plus, but not required.

Job Requirements:

The PR and Marketing Assistant responsibilities include, but are not limited to the following:

Coordinate the Coffee Quarterly Magazine Publication.

- Develop and edit content for feature articles.
- Responsible for proof reading and quality checks of articles submitted by industry experts, content contributors and guest authors.
- Search out new and build rapport with existing advertisers.
- Promote magazine to drum up as much publicity as possible.
- Responsible for publishing and distributing the Coffee Quarterly.
- Liaise regularly with the magazine's readership.

Marketing

- Promote the Association on social media to achieve engagement.
- Promote the Association to attract new members.
- Additional duties and tasks may be assigned from time to time by management.

Experience and Skills:

This position requires a proactive individual who exhibits attention to detail, creativity, exceptional communication, research and social skills. Applicants should be proficient in writing, editing and proofreading articles.

Strong candidates for this position do not necessarily need a background in Coffee, but any related experience and passion to grow in the coffee industry is an excellent bonus.

Successful applicants will thrive in a flexible and self-driven work environment.

Visit our website to learn more about us: www.kenyacoffee.or.ke

Please e-mail cover letters and résumés to: secretary@kenyacoffee.or.ke by 15th September 2017.