

Job Description

Position: Intern

Location: In-office

Duration: 11 Months

About the Role

ISACA Kenya Chapter is seeking two proactive and detail-oriented interns to support membership engagement and event outreach efforts. The two interns will play a crucial role in improving communication with members and potential event attendees, ensuring efficient follow-ups, and maintaining updated databases.

Key Responsibilities

- Answer, screen, and direct incoming phone calls professionally.
- Support in new member applications, renewals.
- Call members and prospective attendees from the databases, providing detailed information about upcoming events and extending personalized invitations.
- Organize and manage the membership, general, and campaign databases, ensuring accuracy and up-to-date information.
- Maintain consistent communication with members who have shown interest in events, sending reminders and encouraging attendance.
- Identify gaps in existing contact information and gather necessary details to improve event targeting and member engagement.
- Regularly report on outreach activities, responses received, and the status of follow-up tasks.
- Assist in any additional administrative tasks related to membership and events as assigned.

Qualifications and Requirements

- A recent graduate pursuing a degree/diploma in Marketing, Communications, Business Administration, or a related field.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple tasks effectively.
- Basic proficiency in Microsoft Excel and CRM tools is an added advantage.
- Enthusiastic about engaging with people and building professional relationships.

Performance Metrics

Success in this role will be measured based on:

- Number of successful follow-ups and responses received.
- Accuracy and completeness of updated databases.
- Engagement levels and attendance influenced through outreach.
- Timeliness and quality of reports submitted.



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How to Apply

Interested candidates should send their CV and a cover letter to recruitment@isaca.or.ke by 30th January 2026. ISACA student members are encouraged to apply. ISACA will offer a stipend to meet reasonable expenses.

Join us and gain hands-on experience in membership engagement, communication, and event outreach while contributing to a dynamic professional organization!