

Programs and Partnerships Intern



Phone :
Web :

Job Summary

Vacancy :

Deadline : Jan 01, 1970

Published : Sep 11, 2025

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About Formica

FORMICA is an early careers agency focused on empowering early-career professionals in Africa by bridging the gap between graduates and employers. We offer innovative and growth-focused solutions that connect young talent with career opportunities.

Our mission? Equip graduates with the tools, skills, and networks to thrive, while helping businesses find and develop their next top performers. With tailored coaching, skill-building workshops, and smart data insights, we're fostering a vibrant and inclusive job market where talent and opportunity meet.

Equal Employment Statement

At FORMICA we accept ALL. [FORMICA](#) is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, colour, religion, sex, national origin, age, disability, or any other status protected by law.

About the job Programs and Partnerships Intern

Overview

At FORMICA Agency, we connect with the team, our clients, and society.

As a **Programs & Partnerships Intern**, you'll play a key role in shaping meaningful experiences for participants while building and strengthening relationships with partners and clients. You'll help us design and deliver impactful programs, coordinate with stakeholders, and spot opportunities to grow our partnerships.

This role is perfect for someone who's curious, adaptable, and excited to learn the ropes of program management, outreach, and relationship building in a fast-paced but supportive environment.

What You'll Do

- **Support Program Delivery:** Assist in planning, coordination, and execution of FORMICA programs, ensuring timelines and goals are met.
 - **Partner Outreach:** Research potential partners, draft and send outreach communications, and help nurture relationships with organizations, clients, and collaborators.
 - **Event Coordination:** Contribute to organizing both virtual and in-person events from outreach to logistics to post-event follow-ups.
 - **Relationship Management:** Maintain a database of partners, clients, and participants, ensuring timely communication and engagement.
 - **Documentation & Reporting:** Keep records of meetings, prepare reports on program activities, and track partnership performance.
 - **Communications Support:** Draft content such as program updates, partnership proposals, and event briefs for internal and external use.
 - **Representation:** Join and contribute in partner or client meetings, taking notes, sharing updates, and representing FORMICA with professionalism.
 - **Feedback & Improvement:** Collect, organize, and analyze feedback from participants and partners to recommend improvements for future programs.
 - **Creative Contribution:** Bring fresh ideas for outreach campaigns, event engagement, and program improvement strategies.
- Cross-team Collaboration:** Work closely with the Marketing and Talent teams to ensure alignment across projects, outreach, and communication efforts.

Education & Experience

You Will Impress Us If You have some prior experience with events, partnerships, or program coordination. You are comfortable reaching out to new people and building relationships. You bring creative ideas to improve programs and outreach. You can manage multiple priorities with confidence. You can show initiative by stepping up to represent FORMICA in front of partners or clients.

Must Have

What You'll Bring Great communication and interpersonal skills. Strong organizational skills and attention to detail. A proactive, adaptable, and curious mindset. Ability to work independently while collaborating effectively in a team. Interest in program management, partnerships, and outreach. **What You'll Get** Practical experience in program management and partnerships development. Opportunities to connect and collaborate with diverse stakeholders. Mentorship, feedback, and real growth opportunities. A supportive and inclusive team that values your ideas. The chance to make an impact while sharpening your career skills. **APPLICATION LINK:** <https://tinyurl.com/479hbuv3>

Educational Requirements

Compensation & Other Benefits
