



JOB DESCRIPTION

Post Title	Research and Impact Intern
Location	Gansbaai, Western Cape
Hours	35 p/w
Tenure	6/6.5 months (contract agreement)
Responsible to	Project Coordinator and Project Manager

JOB SUMMARY

Working for the Grootbos Foundation means immersing yourself in the development field and positively contributing to the lives of South African children and community members. The Grootbos Foundation has three subsidiary groups: Football Foundation, Green Futures and Siyakhula. The research and impact intern will be working alongside all of these groups.

Responsibilities

- Oversee the monitoring and evaluation of Grootbos Foundation programs using an already developed online system
- Work alongside the coaches and ensure daily registers are recorded and monitored
- Track the progress of all of the projects in the Foundation using indicators such as attendance, pre/post tests and questionnaires
- Complete case studies on individuals, programs and the Foundation which can be shared with funders or partners
- Complete research which provides insight for Grootbos Foundation in order to improve already existing programs or recommendations on a community need or desire for new programs
- Establish partnerships with South African and international Universities for further research
- Project manager or facilitate projects such as Female Empowerment or Integration.
- **Please note that you may on occasion be required to perform tasks that are not part of your normal daily duties, but may be necessary due to the operational requirements of the Foundation.**

Qualifications

- Minimum Education: Bachelor Degree in arts/humanities (i.e. Political Science, Journalism, Development Studies, Sport Science, English, Mass Communication or related field)
- Experience in social media, copy writing, journalism, or other relevant role
- Experience in Monitoring and Evaluation or Research
- Native-level English speaker, with outstanding communication skills, both verbal and written
- Proficient in Facebook, Twitter, Instagram, YouTube, Vimeo, Pinterest, Google+
- Proficient in Microsoft Office (Word, Powerpoint, Excel), Adobe Photoshop, Indesign
- Ability to work both independently and with a team
- Proactive with excellent interpersonal skills
- Attention to detail and ability to work on multiple projects at a given time.

Desired Skills

- Sport background
- Working/volunteering/studying overseas, preferably in a developing country
- Non-profit experience
- Grant writing experience

- Public relations experience
- Filming/Video editing
- Photography
- Graphic design skills
- Basic IT troubleshooting skills
- Teaching or coaching experience; work with children
- Knowledge and understanding how sport as a tool can address social and educational issues
- Knowledge of current issues and developments in the sports and training field, including an interest of government policy and initiatives

To apply for this position, email your resume and cover letter to:

Simone Davel

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