



JOB DESCRIPTION

Post Title	PR and Communications
Location	Gansbaai
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 PR and communications intern will be working alongside all of these groups.

Responsibilities

- Heighten awareness and increase excitement of the Foundation's programmes and participants locally and globally
- Produce consistent written work and visual projects which can be distributed online or in person
- Manage all the social media content of the Foundation across all projects.
- Write and edit newsletters, case studies, articles and reports
- Seek advice or support from PR companies
- *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.*

Other responsibilities include:

- Research, write and distribute press releases to targeted media
- Organize events including site visits and donor visits
- Analyse coverage and track emerging issues on websites or blogs of interest in sport for development
- Foster community relations through events such as open days and through involvement in community initiatives
- Foster and solidify new partnerships which will inspire more interest and publication of Foundations work

Qualifications

- Minimum Education: Bachelor Degree in arts/humanities (i.e. Political Science, Journalism, Development Studies, English, Mass Communication or related field)
- Experience in social media, copy writing, journalism, or other relevant role
- 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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www.grootbosfoundation.org

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