Backabuddy is South Africa’s leading online donations based platform. They are looking for an enthusiastic, flexible and compassionate Campaign Coordinator, accounting manager and Charity Campaign Creator to join them in their friendly team based at De Waterkant.

1) Campaign coordinator and social media administrator

Location: De Waterkant (flexible remote working)
Work hours: Monday – Friday, Full time (flexible/remote working)
Start date: ASAP

Position Objective:
To assist the Backabuddy Team in the creation and implementation of online crowdfunding initiatives and campaign management. To grow the BackaBuddy brand through various online marketing tools.

Primary Responsibilities and Duties:
- Assist with the development and execution of Backabuddy’s online program to cultivate champions/campaign creators and solicit donations from current and prospective Backabuddy donors
- Manage and produce campaigns for targeted online Backabuddy crowdfunding campaigns
- Work extensively with Backabuddy’s online crowdfunding platform, including
- Managing e-mails
- Setting up and launching scheduled online campaigns/charities
- Maintaining campaign/charity pages
- Perform any other duties assigned by the supervisor including social media posting and following a social media content plan

Requirements:
- Degree/Diploma preferred
- Basic knowledge of G-mail/Word, Excel
- Demonstrated ability to work well under pressure and meet deadlines
- Demonstrated attention to detail and outstanding organizational skills
- Proven ability to work both independently and within a team environment
- Commitment to the objectives and mission of the organization
- Strong analytical, written and verbal communication skills