



VACANCY ALERT

COMMUNICATIONS COORDINATOR

Penny Appeal is a humanitarian charity working to transform lives in over 30 countries around the globe, as well as at home in South Africa. We work with communities to bring about sustainable change, with the hope of empowering people to build stronger communities, and provide much needed emergency aid when disasters strike. Team-work makes the dream work and we are looking for passionate individuals who seek a dynamic and rewarding career in a fast-paced environment.

Penny Appeal is seeking an experienced Communications Manager who will lead the organization in building and promoting the brand by providing creative and measurable communications to meet our aims and to deliver key communications through a range of channels and initiatives.

CORE DUTIES

- Develop and execute a pro-active media strategy
- Create and constantly update the website and all social media platforms
- Conceptualise fundraising, marketing and advocacy campaigns, and oversee the development of materials to support events and campaigns
- To provide copywriting, as well as PR service to the organization
- Creation of all branding materials as per brand guidelines
- Draft written communications, including but not limited to Annual Reports, Press Releases, FAQ documents, news stories and staff profiles.

CANDIDATE REQUIREMENTS

- Degree in Communications/Media and Communications, or similar
- in-depth working knowledge of a range of communications media including print, online and audio-visual
- Exceptional writing skills, with attention to copy editing and the development of press releases and case studies.
- Experience in the NGO sector preferable

If you are a professional and motivated individual who is keen on applying for this exciting position, please email your CV, along with a letter detailing your specific interest and skills applicable for the position, as well as your salary expectations to recruitment@pennyappeal.org.za

Applications close on 14th of February 2019.

- ❖ Penny Appeal South Africa is an equal opportunities employer and seeks candidates who agree with our values, vision and mission.
- ❖ Applications will only be accepted from candidates who are eligible to work in SA.
- ❖ Regret, only shortlisted candidates will be contacted.