

Position open at Project Playground – Marketing and Communications Manager

Position: Marketing and Communications Manager
Area: Work From home, but flexible to also work in Langa and Gugulethu
Hours: Part-time; 20 hours a week
Reports to: Director/Co-Founder

Background

Project Playground is a registered Trust operating for children's rights to development and opportunities. Founded in 2010, we have ten years of experience in developing and facilitating programs aimed at strengthening the self-esteem and ambitions of children and youth through structured after school programs. Programs offered include education, sports, and the arts, as well as an in-house social work division with focus on therapeutic intervention and family strengthening initiatives.

Essential experience and characteristics:

- Exceptional organizational skills
- Strong written and verbal skills
- Enjoy meeting people, networking and create new relations
- At least three years of experience in a similar role preferably in NPO Sector
- Knowledgeable on Children's Rights
- Independent and strong work ethics
- Good computer skills, mainly Word, Excel, PowerPoint and Indesign
- Loyal, honest and with integrity
- Punctual and meets deadlines

Specific Responsibilities:

- Developing a marketing and communications strategy
- Developing and managing all marketing materials
- Writing and sending newsletters
- Designing campaigns
- Assisting fundraiser in designing proposals and or reporting templates
- Creating the annual report template
- Managing all media relations
- Managing the social media
- Managing the website