



VACANCY FOR A PUBLIC RELATIONS AND COMMUNICATIONS COORDINATOR - EDENVALE, JHB

LITTLE EDEN is a registered non-profit organisation and PBO providing life-long care to 300 children and adults with profound intellectual disability in two custom designed residential facilities – Domitilla and Danny Hyams Home in Edenvale, and Elvira Rota Village, in Bapsfontein. They believe that no matter how profoundly disabled a person may be, he or she is still a whole complete being, with a body; a mind; a spirit and a soul.

Their special children may not experience the world in the same way that we do, but they have so much to teach us! From them we learn about the power of the human spirit, the joy to be found in simple achievements, the satisfaction of caring for those who are weaker than ourselves, love that seeks no reward.

JOB PURPOSE

Responsible for the Marketing and Communications Function, including Public Relations and Social Media, at LITTLE EDEN, as a vital part of the Business Development Department and reports directly to the Business Development Manager.

In addition, the individual will assist with maintaining existing donor relations. Works closely with the Business Development staff.

QUALIFICATIONS

Tertiary qualification in Public Relations /Communications/Marketing with a minimum of five years related experience.

KNOWLEDGE AND EXPERIENCE REQUIRED

Knowledge:

Public relations and communication – to be able to develop and advance communication [tools.MS](#) Office knowledge, general administrative and co-ordination experience. Marketing knowledge and social media. Knowledge of any other design program such as InDesign is an added advantage.

Skills:

Excellent creative writing – newspaper articles, social media annual report assistance and speeches. Good English grammar. Excellent communication skills, decision making skills, interpersonal skills, listening skills, good telephone manner, negotiation skills, office and document administration, time management, basic financial skills. Must be able to build relationships. Be able to network. Strategic thinking and excellent planning skills is required.

Must be able to utilise online platforms such as Zoom and Teams and to run meetings and presentations on these platforms. Must be proficient in Canva. Proof reading skills.

Attitude:

Attention to detail, business oriented, decisive, flexible, organized, energetic, enthusiastic, trustworthy, positive, pro-active, service oriented, display social care and concern. Must be resilient. Have cognitive flexibility, highly adaptable, high EQ.

MaraisButton & Associates has been retained to manage this recruitment drive. Interested candidates must send a motivation letter highlighting your suitability for the role, examples of your social media writing and an updated CV with contact information of three work-related referees to:

annelie@maraisbutton.co.za

Contact will only be made with shortlisted candidates

Closing date: 09 February