

## VACANCY: Head Office Intern

CTEET is looking for a highly motivated, positive, enthusiastic, organised, multifunctional candidate with an interest in conservation to assist the Head Office team with communications, marketing, coordination of events and daily administration.

### Job Information

*Location:* Westlake Conservation Centre, Cape Town.  
*Industry:* Non-profit, marketing, communications  
*Position Type:* Full time internship, 1 Year contract  
*Salary:* R6 500.00 per month (no benefits included)  
*Qualification:* Tertiary qualification relevant to Marketing or Multimedia Studies  
*Deadline:* 1 November 2018  
*Starting Date:* 7 January 2019

### Key Responsibilities

- Assist with compilation of articles for media and websites
- Generation of content for social media platforms, working closely with the Media & Fundraising Coordinator
- Assist with event organisation and logistics
- Representing the organisation at expos and events
- Assist with compilation and designing of marketing material
- Topical research and research of funding opportunities
- Assist in the shortlisting of candidates for advertised positions
- Capturing of data related to the various programmes
- General office administration tasks such as filing and minute-taking
- Driving to various sites for document collection, delivery and other related tasks

### Job Requirements

- Driver's license with 2 years' experience
- Degree in Marketing, Multimedia Studies or similar
- A passion for nature and working in the non-profit sector
- At least 6 months' work or volunteer experience to demonstrate an interest in the environmental or non-profit sector
- Excellent computer skills; knowledge of website or design software will be an advantage
- Knowledge of social media platforms
- Professional writing skills for reports, letters, articles and emails.
- Exceptional organisational skills and ability to prioritise tasks
- Availability to work on the occasional weekend if required
- Skills in photography and journalism would be an added advantage

### Personal Attributes

- Strong communication skills
- Collaborative working style and team-player attitude but able to work independently
- Ability to take initiative and drive tasks
- Keen attention to detail and an aptitude for problem solving
- Able to thrive in a high-volume, deadline-driven work environment



**Application Details:**

Contact Name: Helen Whelan  
Email / telephone No.: [helenw@cteet.co.za](mailto:helenw@cteet.co.za) / 021-444-2794  
Submit: A cover letter and CV  
Closing Date: 1 November 2018

*Persons who do not meet the job requirements will not be considered.  
If the candidate has not been contacted by 16 November 2018, they should consider themselves as being unsuccessful. The organisation reserves the right to not fill this position.*

