

PLACEMENT: Communications volunteer at the Scalabrini Centre of Cape Town

SHORT DESCRIPTION OF THE NGO:

The Scalabrini Centre strives to alleviate poverty by promoting development in the Western Cape and by offering assistance to refugees and their children. The ultimate aim is fostering the integration of refugees/migrants into local communities.

NGO TARGET GROUP:

Refugees and immigrants - mainly from Congo, Zimbabwe, Somalia, Burundi and Rwanda. We also offer services to South African citizens.



THE OPPORTUNITY:

The Communications Team at Scalabrini is a recently established team. An internship in this field promises to be exciting and fresh, and will require you to report on several different events and on different issues pertaining to migration.

We are looking for someone who is able to take initiative and work independently, although the position is supported by a Communication Manager.

The ideal candidate will have experience and interest in public relations, communications, digital communication, intercultural communication, marketing for NGOs.

TASKS:

- Managing and up-dating the contents of the website of SCCT;
- Developing social media content (Facebook, Twitter, LinkedIn, YouTube) of SCCT;
- Reporting on events, or items of interest at SCCT – such events may take place at SCCT or might be part of an outreach event;
- Researching areas of interest that articles can be written about, writing the article;
- Taking pictures at events and of subjects pertaining to articles and/or multimedia pieces;
- Designing and managing communication campaigns;
- Managing the newsletter: contents, layout, delivery, list of recipients, promotion.

REQUIREMENTS:

- Passionate about the topics SCCT works for (migration, refugees, inclusion and integration);
- Good written and verbal communication, strong editing skills in English;
- Self-motivated, detail-oriented with strong written, verbal & organizational skills;
- Excellent computer skills with experience in social media & Microsoft Office;
- The ability to work independently and with others;
- Dependability, flexibility, and ability to maintain confidentiality;
- The ability to work well under pressure and meet deadlines;
- Openness to learning and growing within the internship experience;
- Skills in Photoshop (and/or other editing programmes) is a plus - but not required.

COMMITMENT:

Monday – Friday, 8:30AM – 4:30PM
3 month commitment required

LOCATION WHERE THE VOLUNTEER WILL OPERATE:

Scalabrini Centre, 47 Commercial Street, Cape Town 8001.

For more information or to apply to be a Scalabrini Centre volunteer, please contact
Amanda Kirk at operations@scalabrini.org.za