

/ VOLUNTEER OPPORTUNITIES /



**Scalabrini**  
Centre of Cape Town

# COMMUNICATIONS VOLUNTEER

FULL -TIME

MINIMUM COMMITMENT: 3 MONTHS

# ABOUT SCALABRINI VOLUNTEERS

Scalabrini is a Cape Town based NGO that offers specialised services to Migrants, Refugees and South Africans. Scalabrini's services focus in four key areas including:

Para-legal advice office | Advocacy and Knowledge Sharing  
Socio-economic Integration | Well-being and Welfare

Scalabrini's mandate is to support integration and advocate for human rights, we achieve this through a holistic approach that considers all basic needs.

Integral to the success of Scalabrini is the work that our volunteers do in the centre. Each year, we welcome both local and international volunteers who work in all areas of our programs. Without the commitments of volunteers we would not be able to reach as many clients as we do and provide many of the services they have access to.

By choosing to volunteer with Scalabrini you will

- **Work directly with clients.**
- **Be mentored and supported by highly qualified and experienced team.**
- **Develop a deeper understanding and knowledge in the field of migrant populations in South Africa.**
- **Develop various skills in your area of interest.**
- **Be part of a small organisation making meaningful impact to those we serve.**

## VOLUNTEER YEARLY IMPACT...



**50 volunteers**



**50 000 hours of service**



**impacting 6000  
Scalabrini Clients**



# COMMUNICATIONS VOLUNTEER OVERVIEW

The communications departments role is to make Scalabrini stand out, tell the stories of those connected to us, celebrate what we have achieved, report on what we are doing and advocate for those that we serve. We strive to make information accessible and above all else raise awareness of the issues affecting migrants and refugees in the work that we do. We support internal departments with their communications if needed and partner with other organizations on bigger communications projects that advocate for migrants and refugee rights.

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

## Tasks may include but not limited to:

- Assisting in social media management.
- Capturing what is happening in the centre for social media and reporting (photos and writing posts).
- Writing success stories of clients who have benefited from Scalabrini's services.
- Researching and writing interesting or topical articles related to our work.
- Assist other departments with internal communications material if needed.
- Work along side communications manager to develop and implement other communications strategies or campaigns when needed.

## Skills and attributes needed

- Good written and verbal communication, strong editing skills in English.
- Self-motivated, detail-oriented
- Excellent computer skills with experience in social media
- The ability to work well under pressure and meet deadlines.
- Openness to learning and growing within the volunteer experience;
- Skills in CANVA and photography is a plus - but not required.
- Confident in interviewing people with ability to maintain confidentiality;
- Ability to work independently with some support.
- Ability to communicate with a variety of people.
- Ability to prioritise and multitask multiple projects
- experience and interest in public relations, communications, digital communication, intercultural communication and marketing for NGOs.

## Commitment

**We require a minimum commitment of three months, 08:30 - 16:30 Monday - Friday**



## MEET LEENSA

Communications Volunteer

"On a day to day basis I work on finding compelling articles to share, interviewing and writing human interest pieces and documenting different events. I've enjoyed the dynamic work environment and having the ability to access and see the many different moving parts of Scalabrini."

For more information or to apply to be a Scalabrini Centre Volunteer, please contact Vivienne Evert at [operations@scalabrini.org.za](mailto:operations@scalabrini.org.za) or +27 21 465 6433