

Design and Social Media Coordinator – applications now open!

The Justice Desk

We are a Human Rights non-profit organisation operating in South Africa, Zambia and Zimbabwe. We were established in 2013, with the main goal of Promoting the Power of Everyday Activism. In order to do this, we empower ordinary people to understand and defend their Human Rights - so that they can transform society and create a more just and equal world! Our areas of focus are human rights education, children's rights, and ending gender-based violence.

Position: Design and social media coordinator

Location: TJD HQ, 12 York road, Greenpoint, Cape Town, South Africa.

Applications close: 23rd September 2022

Requirements:

- Must have a minimum of an undergraduate degree.
- Must have previous experience in design work and in social media content creation and management.
- Must be self-directed and self-motivated with the ability to work in a fast paced environment and efficiently manage multiple tasks, projects and priorities.
- Must have previous volunteering and work experience.
- Must be able to work under high pressure, adapt, and think out of the box.
- Must be a team player.
- Must have a valid police clearance.
- Demonstrated problem-solving skills.
- Ability to travel (nationally and internationally).
- Excellent written, verbal, and interpersonal communication skills.

Responsibilities:

to work alongside the Chief Marketing Officer in:

- Website management:
 - In charge of creating and publishing content, maintaining continuity of themes, designing layout etc.
- Social media:
 - Assist with creating, planning, implementing and monitoring TJD's Social Media strategy in order to increase brand awareness, improve marketing efforts and increase donations.
 - To create creative and engaging content which are uploaded daily on all platforms.
 - To conduct, monitor and report on social media analytics.
- Design and other content:
 - To design various content for the organisation (posters, booklets etc.)
 - To design and put together the organisations newsletters, brochures, annual report, organisational profile and other documents.

- Marketing
 - To increase the organisations visibility by managing the brand image and the design of marketing materials.
 - To recommend techniques to improve the organisation’s brand image and to ensure that all promotional and marketing materials meet the organisation’s brand identity strategy.
 - To identify and resolve any issues with promotional content in a timely and professional manner.
- Analytics
 - To monitor analytics and create monthly reports detailing the successes and failures of marketing campaigns and strategies.
- Communications Strategy and Policy
 - To stay up to date on industry trends and make recommendations for adjustments to marketing strategies and practices.
 - To assess and report on the effectiveness of marketing strategies.
- Overseeing interns/volunteers
 - To guide, mentor and oversee any interns and volunteers assigned to the marketing department.

Why work at TJD:

- To work alongside a diverse team of incredible, passion driven people, all dedicated to transforming our nation.
- Access to a therapist once per month.
- Access to a chiropractor as needed.
- Possibility of travelling to various communities and countries.
- To be a part of a movement of “Everyday Activists” in an exciting, fast paced and creative environment.

To apply: email your CV and 2 references to info@justicedesk.org

Please note that if applications do not have all the required supporting documentation, they will NOT be considered.

Please ONLY apply if you meet the requirements.

If you do not hear back from TJD within 2 weeks, please note that your application has been unsuccessful.