



POSITION AVAILABLE

COMMUNICATIONS SPECIALIST

ABOUT OUR ORGANISATION

Common Good is a Christian faith-based, not-for-profit organisation founded by Common Ground Church in 2005, working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

Our Early Life programme focusses on the critical first thousand days (FTD) of a child's life. We are developing a network of local churches who share a common commitment to support and care for young families in their congregations and the broader community. We do this by equipping local churches with research-based training and resources.

JOB OVERVIEW

We are looking for a Communications Specialist for the Early Life initiative, to design, develop, and execute a church communication and advocacy strategy. This includes coordinating and producing engaging, targeted content for a range of stakeholders, including churches, influencers and donors. The Communications Specialist will be part of a small, dynamic team focused on mobilising and equipping a network of churches to become first-thousand-days-friendly. This is a part-time (20 hours / week) contract for an initial period of 6 months.

KEY RESPONSIBILITIES

- Design, develop, and execute a church communication and advocacy strategy;
- Position the Early Life initiative as a thought leader and innovator in mobilising church network to support families with children in the FTD of life.
- Interview and capture stories/testimonies of programme participants and stakeholders for written, photographic, audio and video-based mediums;
- Write engaging, appropriately targeted copy for educational posters, flyers and various other printed and digital resources;
- Edit and proof read draft copy and resources produced by the team;
- Produce compelling written content for the programme's website, social media channels and newsletters;
- Write press releases and news articles, including story-based updates for internal and external reporting;
- Develop and polish PowerPoint presentations for workshops and events;
- Draft video and podcast scripts;
- Brief designers, photographers, videographers and various other service providers on media requirements;
- Coordinate with Common Good's central communications team to conceptualise, design and produce high quality, visually pleasing and effective communication outputs;
- Ensure that all materials produced uphold and are consistent with the Early Life brand.

MINIMUM REQUIREMENTS

- A recognized and relevant qualification in writing, marketing and/or a related communications field;
- At least 5 years' experience that demonstrates required knowledge and skills;
- Willingness to contribute to the values and ethos of Common Good is essential.

SKILLS AND KNOWLEDGE

- Exceptional English writing and editing abilities (additional South African languages are a plus);
- Experience planning and coordinating strategic communication projects from conceptualization to production, distribution and evaluation;
- Advanced knowledge of best practices for strategic communications to target audiences;
- Proven ability to capture appropriate voice and tone;
- Strong analytical skills, including the ability to apply research insights and knowledge to a practical implementation plan;
- Substantial experience developing social media plans and web-based content;
- Excellent interview and story-telling skills;
- Proven ability to combine creative and critical thinking to construct compelling stories using well-presented data in various formats including text, video, audio and graphics (data visualisation and storytelling);
- Ability to write media and communication briefs for internal and external role players;
- Proven experience with media production, briefing and script writing, particularly for video and audio content;
- Advanced computer skills especially in Microsoft Office;
- A background in advocacy work (preferred)

COMPETENCIES

- Highly proactive with good self-leadership;
- Mature and responsible attitude towards work with the ability to take ownership of outcomes;
- Excellent time management and organisational skills;
- Highly adept at honing voice and tone in all written and digital mediums;
- Creative approach to problem solving;
- Pioneering spirit for working in a newly established program in the NGO space;
- A skilled communicator with high levels of emotional intelligence;
- Adaptable and willing to work on multiple deliverables in parallel;
- Geared towards working in a collaborative environment;
- Excellent interpersonal skills, with the ability to develop positive working relationships with individuals and teams;
- A drivers license and your own transport is essential, as you will be traveling to events and locations regularly.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to:

Stacey Calvert (stacey.calvert@commongood.org.za) by **16 April 2019**.

NB: Indicate the position title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within two weeks of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.