

NG Kerk Rondebosch

Geleentheidsbeplanner en multi-media inhoudskepper

Deeltydse pos (10 ure per week)

Die NG Gemeente Rondebosch het 'n pos beskikbaar in Rondebosch vir 'n geleentheidsbeplanner en multi-media inhoudskepper. Hierdie persoon sal verantwoordelik wees vir die bemaking van ons gemeentekompleks deur o.a. die skep van multi-media inhoud.

Slutelvereistes vir hierdie posisie sluit in:

- ervaring met skep van multimedia-inhoud
- kennis van o.a. die MS Suite (Publisher, Word/Excel/PowerPoint);
- kennis van die opstel van WordPress blaaie en met JavaScript sal as aanbeveling dien;
- ervaring met inhoudskepping vir sosiale media platforms soos Facebook, Twitter, Instagram, YouTube en TikTok;
- moet onder druk kan werk – onafhanklik en as deel van 'n span;
- goeie kantooradministrasie.

Die posbeker moet minstens aan die volgende vereistes voldoen:

- 'n toepaslike tersiêre kwalifikasie, of besig wees om dit te verwerf, in visuele kommunikasie;
- bewese kommunikasievaardighede in beide Afrikaans en Engels;
- beskik oor 'n portfolio van werk, insluitend 'n aktiewe sosiale mediarekening;
- 2 jaar ondervinding in 'n multi-media omgewing;
- geldige rybewys.

Take

- Stel die Bulletin op – weekliks
- Stel die Rondebosie op – maandeliks
- Bestuur die Gemeente se teenwoordigheid op Facebook, Instagram en Twitter – in oorleg met die vrywilliger wat dit tans hanteer.
- Hou die Gemeente se webblad opgedateer – deurlopend.
- Bemerk die gebouekompleks en bestuur die geleentheid itv logistieke behoeftes.
- Staan in vir die saakgelastigde soos nodig.

Vergoeding

R100 per uur en 10 ure 'n week. (Maandae tot Vrydae 08:00 – 13:00.)

Daar kan ook van die persoon verwag word om vir die saakgelastigde in haar afwesigheid in te staan. Dit sal geskied teen addisionele vergoeding soos deur die Kerkraad bepaal.

Daar sal van die persoon verwag word om opleidingsgeleenthede, soos deur die Kerkraad bepaal, by te woon. Die Kerkraad sal vir die opleiding betaal.

Stuur 'n verkorte CV van twee bladsye na ngkrbos@mweb.co.za

Navrae: Johan van den Heever vdhj@live.com

WhatsApp 0834482609

Sluitingsdatum vir aansoeke: 21 April 2023

NG Church Rondebosch

Event planner and multi-media content creator

Part-time position (10 hours per week)

The NG Gemeente Rondebosch has a position available in Rondebosch for an event planner and

multi-media content creator. This person will be responsible for the marketing of our parish complex by, inter alia, creating multi-media content.

Key requirements for this position include:

- experience in creating multimedia content
- knowledge of the MS Suite (Publisher, Word/Excel/PowerPoint);
- knowledge of setting up WordPress pages and of JavaScript will serve as additional recommendations;
- experience with content creation for social media platforms such as Facebook, Twitter, Instagram, YouTube and TikTok;
- ability to work under pressure - independently and as part of a team;
- good office administration.

The incumbent must meet the following minimum requirements:

- hold an appropriate tertiary qualification in visual communication;, or be in the process of acquiring one,
- have proven communication skills in both Afrikaans and English;
- have a portfolio of work, including an active social media account;
- have two years of experience in a multi-media environment;
- hold a valid driving licence.

Tasks

- Compile the Church's weekly information Bulletin
- Compile the Church's monthly newsletter – the Rondebosie
- Manage the Congregation's presence on Facebook, Instagram and Twitter - in consultation with the volunteer who currently handles it.
- Keep the Congregation's website updated - continuously.
- Market the Church's building complex and manage Church events as regards their logistical needs.
- Stand in for the Church Administrator as needed.

Compensation

R100 per hour and 10 hours a week. (Mondays to Fridays 08:00 – 13:00.)

The appointee may also be expected to stand in for the Church Administrator in her absence.

Additional compensation, as determined by the Church Council, will be paid.

The appointee will be expected to attend training events, as determined by the Church Council, which will pay for the training.

Please send a shortened CV of no more than two pages to ngkrbos@mweb.co.za

Inquiries: Johan van den Heever vdhj@live.com

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Closing date for applications: 21 April 2023