

VACANCY: SPECIAL EVENTS COORDINATOR

GOEDGEDACHT TRUST IS LOOKING FOR A SPECIAL EVENTS COORDINATOR

The Goedgedacht Trust is a rural educational and charitable Trust, situated on a farm 90km north of Cape Town and is looking for a suitable person to perform the functions of a **Special Events Coordinator**. This position is based on the Goedgedacht farm.

Minimum Requirements:

- 3-5 years Marketing, Project Management, PR or Events experience.
- Strong Admin skills with a proven track record, attention to detail.
- Energetic, self-reliant, good problem solver, results oriented.
- Strong organisational, time management and multi-tasking abilities.
- Outstanding written and verbal communication skills.
- Diplomatic, sincere and tactful characteristics are a MUST for this position.
- PC literate to a medium/advanced degree, with ability to learn fast about new IT programmes, databases and software.
- Driver Licence essential.
- Good interpersonal and communication skills, good team player and independently and Strong passion for community and rural development. Desire to promote growth and interaction. Customer-focused, with the ability to influence and engage direct and indirect build effective relationships.

Job Duties:

- Maintain constant liaison between the organisation's funder/donors and all internal and external stakeholders to build good relationships.
- Set up, maintain and develop process necessary to support all activities related events by regular monitoring and managing progress.
- Plan, prepare and put in place everything necessary for the successful delivery of a variety of special events and excursions for UK School groups, overseas Gap year students etc.
- Liaise with UK Schools and organise excursions by organising and implementing activities and execute it effectively through others.
- Build good rapport with all levels of stakeholders, including the end customer which is the Rural Children. Collaborate and work closely with other departments, such as the Path out of Poverty Programme, Conference Centre, Volunteer programmes, etc.
- Relationship building with overseas visitors such as GAP year students through liaising with them, including arranging accommodation at the Goedgedacht GAP House.
- Coordinate and help to host open days and other donor related campaigns i.e. Tree Dedications Services and other funder/donor correspondence and engagements.
- Assist with Development and implementation of Marketing plans, Social media and Proposal Development Initiative. Undertake special events on a regular basis.
- Responsible for writing reports therefore have excellent written and verbal communication skills. Coordinate project fundraising related events.

Free daily transport available from Riebeek Kasteel and Riebeek West by Goedgedacht bus.

Position closes Thursday, 28 February 2019 E-mail: applications@goedgedacht.org

*****Please state your salary expectation.***

(Should you not hear from us in 2 weeks, your application was unsuccessful)