



VACANCY: FACE TO FACE MARKETING COORDINATOR

GOEDGEDACHT TRUST IS LOOKING FOR A FACE TO FACE MARKETING COORDINATOR

The Goedgedacht Trust is a charitable and educational trust, committed to improving the lives of rural children, situated on a beautiful Cape Dutch farm 90km north of Cape Town. The Trust is looking for a Suitable Person to run our **FACE TO FACE MARKETING** programme. This position will suit a dynamic, engaging, solution-focussed person with the relevant experience in marketing.

COMPULSORY REQUIREMENTS:

- Previous experience in marketing in malls (*advantageous*)
- Strong Admin skills - *with a proven track record*
- Self-reliant, good problem solver, results oriented
- Attention to detail (*essential*)
- Previous experience coordinating a team
- Sound organisation, time management and multi-tasking abilities
- Outgoing personality
- Advance knowledge of MS Office, with ability to learn fast about new IT programmes, databases and software
- Driver's Licence (*essential*)
- Clear Police Clearance

DUTIES INCLUDES BUT AREN'T LIMITED TO THE FOLLOWING:

- Coordinate marketing team in the mall &/markets;
- Administration regarding monthly donations;
- Thanking and other communication with monthly donors;
- Reporting statistics on monthly donors on a weekly basis;
- Liaise with debit order systems;
- Build good rapport with all levels of stakeholders, including monthly donors, team members, debit order systems.

***PLEASE INDICATE YOUR SALARY EXPECTATION WHEN APPLYING** (*Should you not hear from us within 2 weeks, take into consideration, your application was unsuccessful*)

***POSITION CLOSSES 29 MARCH 2019** *Kindly note that free bus transport is available daily from Riebeeck Kasteel & Riebeeck West.*

Email: (Indicate subject title as follows "F2F MARKETING COORDINATOR")
application@goedgedacht.org / hrofficer@goedgedacht.org