

Welcome to Harambee, where we're all about solving youth unemployment through partnerships. We're not your typical organisation – we're driven by integrity, results, impact, and a passion for South Africa's youth. Our work is fast-paced and exciting, thanks to partnerships with key stakeholders such as The Presidency of South Africa, Business Unity South Africa, Youth Employment Service (YES), and others who share our mission.

If you enjoy a fast pace, are change adept love diving into new tech, and thrive in a collaborative, flexible environment, then you're exactly who we're looking for. Our goal remains nothing short of changing the world! Harambee has the capability and unique opportunity to achieve its founding vision of being a catalyst for significant and enduring positive change in tackling the global challenge of this generation. We invite you to join us, and let's make a real impact together.

## HOW TO APPLY

Closing date is **14 October 2024**

Apply by sending your CV to [recruitment@harambee.co.za](mailto:recruitment@harambee.co.za) including the position you are applying for in the subject line.

By applying for this vacancy, you give consent for your CV to be reviewed for other roles and shared with the relevant persons at Harambee.

# JOB OPPORTUNITY SPECIFICATIONS

## POSITION

Junior Marketing Co-ordinator

## REPORTS TO

Head: Marketing

## LOCATION

Johannesburg

## ABOUT THE ROLE

The role provides strategic, creative, and project management support to the People Team and other departments at Harambee. It involves managing projects, creating content, and ensuring smooth communication to support marketing initiatives. The goal is to develop creative solutions and coordinate efforts across teams to meet operational needs and organisational objectives.

## JOB DESCRIPTION

- The Junior Marketing Coordinator will support the business with a focus on the People Team by assisting with various projects and creative tasks.
- This role is ideal for someone who enjoys being organised, creative, and collaborative.

### Key Responsibilities:

- Project Support: Assist the People Team in identifying needs and managing projects.
- Design Tasks: Create and update PowerPoint slides, certificates, and videos using Canva.
- Design artwork for internal communications, including mailers and presentations.
- Communication & Coordination: Facilitate effective communication and coordination of projects.
- Digital Management: Maintain contacts in HubSpot.
- Manage documents on the Intranet and the Digital Asset Management programme.
- Day-to-Day Focus: Support the People Team with project management and communication needs.
- Create design assets and maintain digital organisation.
- Collaborate with various teams to ensure smooth operations.
- Develop skills while contributing to important internal initiatives.

## MINIMUM REQUIREMENTS

- Matric / Grade 12.
- Relevant qualification in Marketing or Advertising.
- Strong tech skills with tools like HubSpot, Canva, PowerPoint, Adobe Creative Cloud & WordPress.
- Highly motivated, well organised, detail-oriented, creative, innovative & good time management skills.
- Must be able to multi-task, prioritise and influence stakeholders.

## COMPETENCIES

- Tenacity: Demonstrates enthusiasm and urgency, striving for excellence in achieving results and overcoming challenges.
- Situational Awareness: Understands changing situations, adopts the right attitude and takes timely actions.
- Continuous Learning: Open, motivated, and proactive in seeking learning and development opportunities.
- Effective Communication: Delivers clear and impactful communication tailored to various audiences, utilizing multiple formats and tools.
- Strategic Decision Making: Makes thoughtful decisions while maintaining pace with Harambee's organizational needs.
- Customer-Centric Approach: Develops strong customer relationships and provides tailored solutions to meet their needs.