
INTERNAL/EXTERNAL ADVERTISEMENT

Website Coordinator

National Office

loveLife is looking to recruit a suitable candidate to coordinate, develop, organise, manage, write and edit material specifically for electronic media (website) and occasional print publications, but also when needed, internal newsletters, direct mail, and other promotional materials by performing the duties below:

- Helps communications team and web master in designing, creating, producing and maintaining the official loveLife websites (currently 4 in total: Youth, Parents, Corporate and goGogetter websites).
- Conceptualizes and helps coordinate the graphical interface of the company's electronic image for various Internet applications including designs, video, still images, and text into the graphical design of the websites
- Refreshes website content to ensure accuracy and timeliness of information and images. Responsible for weekly updates on all sites ensuring that content is relevant, departmental data is up to date, calendars are timeously submitted, all material produced by the media and communication departments are available for downloads etc.
- Answers or forwards to management any website related email questions from users.
- Responsible for poll questions and baseline research conducted through the websites to assist loveLife in gathering youth information.
- Communicates with personnel (nationally) and departments regarding technical requirements of website and upcoming projects or events related to website and therefore content needed from the various role players.
- Look at ways to collaborate with external vendors on specific marketing campaigns or specific design projects for the website.
- Helps in the design, creation and maintenance of the organisation's Intranet.
- Organises material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.

Suitable candidates will need to satisfy the following requirements:

- Diploma in Communications/Marketing, New Media or Journalism.
- 2 years experience in writing, proofing and editing
- Needs to be creative and have a "look for opportunity" mindset
- Computer literacy across multiple platforms
- Excellent interpersonal skills
- Ability to multi-task and prioritise
- Proven administration, project and programme co-ordination
- Ability to work under pressure
- Effective time management skills
- Valid driver's license

Total remuneration package: Commensurate with experience

Please forward the a summarised CV-no certificates to Fax: (011) 523-1067 or
e-mail address: recruit@lovelife.org.za
to reach loveLife National Offices no later than the 1st February 2010

If you have not heard any response within six weeks after the closing date, please accept that your application has been unsuccessful

