

Collegiate Girls' High School

PORT ELIZABETH



*An enthusiastic, skilled marketer is invited to apply for the following Governing Body position, which will become available from **January 2018***

MARKETING CO-ORDINATOR (PART TIME)

Applicants with a suitable marketing qualification will receive preference.

This position will entail, but not be limited to the following:

- Work closely with the School Marketing Committee to plan, implement, co-ordinate School Marketing plans and strategies;
- Coordinate all the branding and merchandising collateral for the School;
- Develop, drive & maintain school sponsorship strategy (revenue for teams, campus, sport and cultural events);
- Manage school social media strategy;
- Plan and develop a communication and PR strategy (internal and external);
- Develop AV/Photographic strategy for the school.

Furthermore, the successful applicant must:

- Have appropriate interpersonal skills for interacting with both adults and teenagers;
- Be professional in manner and well-spoken;
- Be able to multitask in a busy environment;
- Be flexible and open to change;
- Have a valid driver's licence;
- Have the ability to work independently and as part of a team;
- Have strong communication and interpersonal skills;
- Possess good writing skills;
- Be computer literate;
- Be social media savvy;
- Be assertive, creative and innovative;
- Possess excellent organizational and planning skills, and attention to detail;
- Be willing to work irregular hours

CLOSING DATE: 13 OCTOBER 2017

A letter of application, together with a Curriculum Vitae and the names of two contactable referees may be delivered, faxed or emailed to:

The Principal, Collegiate Girls' High School, Kestell Street, Parsons Hill, Port Elizabeth 6001

Email address: collegia@cghs.co.za Fax: 041 374 2817 Tel: 041 373 7705 www.collegiatehigh.co.za