



Rustenburg Girls' Junior School

SGB STAFF VACANCIES 2019

MARKETING and FUNDRAISING CO-ORDINATOR

The following permanent full-time position is available from 1 April 2019.

We are looking for a dynamic and professional candidate who enjoys working with children and adults and is willing to be fully involved in school life.

The successful candidate must have:

- Excellent verbal, written and interpersonal skills
- Proven computer, administration and organisational skills
- Vision in growing the fundraising and marketing portfolio
- Proven digital and social media marketing experience

The successful candidate's responsibilities will include:

- Leading the Parent Association forum
- Managing all fundraising and marketing events
- Managing school functions
- Assisting with events planning
- School Uniform Shop liaison
- Internal and external communication
- Sourcing and liaising with outside service providers for events

Please send a CV, certified copy of ID and Short letter of introduction, addressed to Mrs Dallas, via Mrs Cook on gill@rgjs.org.za

Closing date - 25 February 2019

RGJS is committed to providing equal opportunities and practising affirmative action employment. Candidates who meet this criteria will receive preference.

If you do not receive a response within two weeks of the closing date, please consider your application unsuccessful.