

Africa Foundation and Youth Employment Services (YES) Programme is Hiring

Positions	: Content Creator Intern Position
Region	: Mpumalanga North & South, South Africa
Duration	: 12 months (01 May 2024 - 30 April 2025)
Stipend	: To be discussed
Contact Person	: Linhle Sibuyi
Email Address	: MPUapplications@afsouthafrica.org
Closing Date	: 8 March 2024

The purpose and mission of Africa Foundation (AF) is to facilitate the empowerment and development of people living within identified protected areas in Africa, by forging unique partnerships between conservation initiatives and local communities. AF is committed to sustainable development by focusing on projects within the areas of Education, Healthcare & Clean Water, Environment & Conservation, Small Business Development and Youth Empowerment. Within the Youth Empowerment programme there will be opportunities for unemployed youth to be offered placements. The experience opportunity is a joint programme of Africa Foundation, and Beyond, Sanlam, Yes4Youth and the communities where Africa Foundation operates. The main aim of the programme is to empower unemployed youth by offering them a first chance at a quality, paid work experience for the period of 12 months.

The work environment is project and programme oriented, which gives the individual a chance to develop their professional skills. Candidates will be assigned by a supervisor who will manage the candidate in several key business areas. We are looking for self-motivated team individuals who are passionate about environmental issues and community empowerment.

Requirements

Applicants must have the following:

- Matric certificate
- Studying towards or have a qualification in the following fields - Communications, marketing, media Studies, journalism, graphic design, photography, film or videography, public relations, copy writing, social media, advertising and fine arts.
- Advantageous - Degree in Marketing, Media, Communications, Journalism/Film
- Community based (where AF operates)
- People who are already doing piecework and interested in media, content creation or any of the areas mentioned above.
- Must be between the ages of 18- 27 years before application date 01 April 2024.
- A police clearance certificate is required. Please ensure this is available.
- Must be black and South African citizens.
- Must be unemployed as of 01 April 2024.
- Must NOT be a previous YES4Youth placement.
- Must be a proven resident of any of the Specified Africa Foundation communities in **Mpumalanga North and South** - Islington, Clare A, Gottenburg, Hluvukani, Thlavekisa, Welverdiend, Hlalakahle, Eglington, Belfast, Dumphries A,B & C, Huntington, Ireagh A, Justicia, Kildare A,B & C, Lillydale A & B, Metsi, Newington C and Somerset

Skills required:

- Strong verbal and written communication skills
- Good presentation and public speaking skills
- Strong interpersonal skills; experience working with a variety of people in diverse environments.
- Highly organised, detail orientated and the ability to multitask.
- Good command of spoken and written English; Strong understanding of regional languages.
- Can speak at least one local language professionally.
- Flexible and has an eye for good content whether it is a story, image, or video.
- Can use a Smartphone - camera and editing tools.
- A fast learner and can process information.
- Time management skills.
- Computer Skills - Email and must have experience with Microsoft Word, Excel and PowerPoint.

Key Outputs and Responsibilities include:

- Opportunities for content creation exist in the following programmes and departments of Africa Foundation
 - Climate Resilient Communities (CRC) Programme
 - Hustle Economy Programme
 - Echo - Environmental Education Programme
 - Community Leader’s Education Fund (CLEF)
 - Future Foundations
- Collaborate with the allocated Programme Coordinator and facilitator to develop and execute marketing content to promote tourism, community development, culture and conservation efforts.
- Document and report on productive and impactful experiences.
- Skills that entail proofreading, editing content before publishing.
- Ensure that the content is compliant with the copyright and data protection laws.
- Excellent time management and planning skills to meet deadlines.
- Produce and update profiles and testimonials from community members, staff members and beneficiaries as needed.
- Assist facilitators/coordinators in collecting accurate baseline data.
- Assist with coordinating programme events and workshops as needed.
- Assist with content creation, including writing articles and blog posts, creating digital media, social media posts and producing multimedia content for marketing platforms.
- Provide assistance in other areas of programme or project administration as needed.
- Daily, weekly, and monthly report/ progress update.
- Due to multiple projects running simultaneously, the candidate will have to work on strict deadlines and multitask continuously.

Future Leader Content Creators
<ul style="list-style-type: none"> • Capture Echo daily activities, project lessons & game drives through written and audio-visual content. • Document productive and impactful experiences, that take place daily in the Echo programme. • Create content on community environmental challenges e.g., human-wildlife conflict, environmental disasters. • Create content on school-related events and identify possible synergies with Africa Foundation Echo and CLEF programme and partnering organisations. • Create content on international and national environmental days. • Support with accessing some schools that Echo Facilitators can’t reach for the week. • Weekly and monthly report/ progress update • Assist in the creating and collecting of Steward YES profiles, where you are based. • Collect testimonials of current and Alumni CLEF students. • Document CLEF students completing their Buyisela community service and produce audio visual and written stories.

Hustle Content Creators

- Capture Hustle daily activities, Hustle workshops, Hustle training sessions through written and audio-visual content.
- Document productive and impactful experiences, that take place daily in the Hustle programme.
- Create content on areas related to events and identify possible synergies with Africa Foundation programmes and partnering organisations.
- Create content on community environmental challenges e.g., human-wildlife conflict, environmental disasters, that effect Hustlers daily businesses
- Provide Testimonials of Hustle team members
- Support with assisting in Business verification
- Document any relevant impactful stories through film, video or written stories.
- Assist staff in admin related tasks.
- Producing marketing copy to advertise the programme.
- Produce and update Hustle-preneur profiles as needed.
- Produce interesting stories about Hustle-preneurs.
- Provide Hustle-preneurs with marketing strategy ideas.
- Provide marketing research for Hustle-preneurs.
- Assist facilitators/coordinators in collecting accurate baseline data.
- Coordinate and assist facilitators in facilitating in-class sessions.
- Coordinate programme events and workshops as needed.
- Weekly and monthly report/ progress update.
- Assist in the creating and collecting of Steward YES profiles, where you are based.

Future Foundations Content Creators

- Assist the project Coordinators and project officers, with project sheets.
- Document productive and impactful experiences, that take place daily in the health and education infrastructure projects.
- Create content on areas related to events and identify possible synergies with Africa Foundation projects and partnering organisations, e.g. School handover events, project updates, and donor visits to project sites.
- Assist in the creation and collection of Steward YES profiles, Student and Teacher Comments or testimonials where you are based.
- Assist staff in admin and donor reporting related tasks.
- Assist in collecting impact data for reporting. E.g., Number of students enrolled, resources used, and socio-economic metrics.

CRC Content Creators

- Capture CRC daily activities for example - vegetable planting, seed collecting, school clean up, classroom lessons & school activities etc., through written and audio-visual content.
- Document productive and impactful experiences that take place daily in the CRC programme.
- Create content on areas related to events and identify possible synergies with Africa Foundation programmes and partnering organisations.
- Create content on community environmental challenges e.g., Pollution, environmental disasters, soil erosion, and anything that impacts the growth of the CRC programme at the ECD centre or school.
- Assist in community environmental baseline surveys.
- Create content on international and national environmental days.
- Support with accessing sites that Facilitators can't reach for the week.
- Document any relevant CRC impact stories through film, video or written stories.
- Assist staff in admin related tasks.
- Document planting and harvesting activities of CRC Stewards
- Create content on school related events and identify possible synergies with Africa Foundation CRC programme.
- Create content on community environmental challenges e.g. litter clean-up and pollution
- Implement and support CRC team with community environmental baseline surveys.
- Create content on international and national environmental days.
- Document any relevant impact stories through film, video or written stories.
- Assist in the creating and collecting of Steward YES profiles, where you are based.
- Weekly and monthly report/ progress update.

Working Conditions:

- Based at a local School, Early Childhood Development (ECD) or Home-based Care (HBC) Centre
- Classroom, office, or outdoor environment
- Occasional overtime and out of office hours required. (Flexibility of working hours)

Resources Provided

The cohort will be provided with the following resources to perform all business-related duties:

- Cell phone (For the purposes of training, surveys, reporting, and capturing data)

If you meet the above requirements, please send applications to Ntombenhle Dlamini via email **BEFORE 8 March 2024**. Email address: MPUapplications@afsouthafrica.org

Successful applicants will be contacted telephonically. If you do not receive any feedback within 2 weeks, please take it that your application has been unsuccessful.