



Non-profit Coordinator Position Available - Full-time Pretoria, Centurion

Brave To Love is a non-profit organization that combats human trafficking. We have a strong outreach focus to women in prostitution. We are a faith-based organization that stands on the values of God with a focus on spreading the Gospel of Jesus through Evangelism.

The candidate must have good communication skills and be good with English language writing. They must have experience with content creating for social media. They should be able to handle a stressful work environment and be able to work independently. They must be excellent with problem solving. They must be honest, trustworthy, punctual and have a high work ethic. They need to be strong with administration.

Position: Non-profit Coordinator

This position will have responsibilities in the following areas of the organization, all outreaches and outreach events, creativity coordination and the Brave Online Shop. The person will directly report to the CEO who will approve all training, budgets, programs, processes, outreaches, projects and more.

Responsibilities:

Administrative duties

1. Answer phone calls
2. Answer emails
3. Intake of new volunteers
4. Media, design and printing
5. Other areas that CEO might request
6. Support with fundraising initiatives from finding new partners, crowdfunding, fundraising events, social media and more. (Please refer to fundraising policy).
7. Planning End Year function
8. Coordinate training events

9. General office managing duties
10. Donation intake and allocation coordination

Volunteers Coordinating

1. Administrate intake of volunteers
2. Train and mentor volunteers
3. Coordinate and liaise with speakers
4. Arrange volunteer meetings
5. Coordinate flow of events

Outreaches Coordinating

1. Yearly and termly planning of outreaches
2. Leading outreaches and volunteer team on Tuesday evenings.
3. Scheduling dates for meetings, communicating with the team, defining roles and responsibilities for volunteers, budget outreaches and events.
4. Growing, equipping, training, mentoring the team to function effectively and efficiently as volunteers in Brave to Love. Equipping will take place by going through the training material, personal guiding and mentorship and practical outreaches.
5. Recruit new volunteers and help grow volunteers
6. Coordinating outreach gifts and donations
7. Help fundraising for outreaches.
8. Monitoring Helpline from outreaches.
9. Support Social Worker with Skills Development Events.

Social Media and Creative Coordinator

1. Present a monthly social media creative plan.
2. Create and design awareness content, outreach initiatives and feedback.
3. Create videos and photography for Social media and Youtube channels.
4. Help and guide with general creativity in the team.
5. Review analytics monthly on Social Media
6. Grow Social Media followers
7. Create monthly Newsletter to partners and friends
8. Protect the corporate design and culture visually and online of the organization
9. Administrate media influencers
10. Maintain Brand identity and cohesion
11. Administrate and update the website and blog regularly.

Online Shop and Merchandise

1. Source products for the online shop
2. Re-order and arrange printing of merchandise
3. Receive sales through and the app
4. Source packaging for the products
5. Register with the courier company and send parcels out
6. Customer Care support
7. Product design and costing
8. Sales projection of merchandise
9. Stock of products and marketing of products
10. Run the Facebook Shop by listing products and selling products
11. Liaise with web developer for any support for shop and creativity support
12. Grow sales for the shop and give monthly sales report
13. Set up merchandise table at events

Finances

1. Collect all slips
2. Cash in and out
3. Allocate slips to budget
4. Scan through slips
5. Excel Spreadsheet of spending
6. Check we are on budget
7. Ensure payments are done
8. Depositing Cash into account
9. Ensuring Float for merchandise sales
10. Checking in and out Cash Box of the safe
11. Handing and Acquiring of food vouchers

Applications closes 11 October 17:00

Hours for position:

Weekly office hours: Monday to Fridays 8:00 - 16:00

Tuesdays 17:30-21:30

Any additional adhoc hours for outreach, prevention talks and events over weekends

Email CV to info@bravetolove.org