

## Job Specification Media and Communications Associate

### Overview of the role:

BBC is looking to recruit a Media and Communications Associate to assist in the execution of the communications plans, create high-quality content, perform Sunday responsibilities and all other assigned organisational responsibilities.

### Responsibilities of the Media and Communications Associate:

- Create High-Quality Content:
  - Create and develop content for media channels
  - Works with graphics, photos, video, website, BBC App, and social media
  - Edit and proofread written content
  - Create, edit, and upload Sunday service content
- Sunday Service Support:
  - Assist with the running of the Sunday Service
  - Assist with the Sunday/Event Media team
  - Learn and be able to fill in all roles on a Sunday
  - Edit photos taken on a Sunday
- Admin Support:
  - Assist in the administration and reporting for the department
  - Assist with general administration

### The candidate must demonstrate the following key competencies and/or character traits:

- A self-starter who takes initiative and can solve problems
- Is skilled in both graphic design and video editing
- Someone who is computer literate and thus able to work with many different systems (technologically capable), with a working knowledge and understanding of the Adobe Suite
- Has strong administrative skills
- The ability to work under pressure and the flexibility to be comfortable with change
- Has excellent communication skills verbally and in written form
- Has mature interpersonal skills as well as demonstrates a high EQ
- Someone who demonstrates an excellent character and has high integrity

The candidate will be required to actively participate in the life of BBC as a member.

Applications for the position can be sent to [hr@bbc.org.za](mailto:hr@bbc.org.za).