

Job Profile

Community Manager | JC202001WE

September 2020 – **WomEng** is hiring! We are looking for a **Community Manager** to support the development of our virtual community.

Description

WomEng is a multi-award-winning social enterprise works all along the engineering value chain from attraction of girls into STEM to female ownership and supporting female founders in STEM businesses. Founded in South Africa in 2006, WomEng works internationally developing targeted programmes and interventions to address the severe shortage of women in engineering. WomEng runs a number of training and development programmes that build institutional capacity, develop entrepreneurship and innovation training and engineering and technical skills talent pipelines.

We have 50 000 beneficiaries through our programmes and outreach. We are looking to understand our community better and develop a plan for scaling. We have completed a community survey with close to 600 respondents to understand the community needs, and how we can support them better, and factor that into developing our growth goals. Three of the key outcomes was

- The need to connect with other members,
- Seeking and engaging with mentors
- Accessing WomEng's suite of learning opportunities.

We are looking for a community manager to increase our community engagement with alumni and our online community while meeting the needs our of community stated in the community survey. This role is contract based for the period 15 September 2020 – 18 December 2020.

Key Responsibilities

His/her overall objective will be to manage a members group and provide alumni with better support and opportunities for us to build a sense of identity and community for women and girls in STEM fields.. The candidate will have the following responsibilities:

- Coordinate a digital marketing campaign to source members for our community group
- Develop an onboarding material for new members
- Connect community members to mentoring opportunities within the community
- Curating and supporting social media groups
- Coordinate event planning and logistics for onboarding of new members and mentoring relationships.
- Manage vendors
- Communicate with relevant stakeholders participating in WomEng activities
- Manage communications through media relations and social media.
- Keep updated records and create reports on event planning risks, issues & progress
- Database management

Required Competencies

- Must be based in Johannesburg, South Africa
- Required to work 25 – 30 hours a week.
- Minimum qualification: National Diploma in a related qualification
- Required to work outside of office hours if required.
- Ability to communicate fluently in English (written and verbal)
- Must be available to start immediately.

The ideal candidate should have the following key skills:

- Online community management experience. Experience with Facebook Groups preferred.
- Project management
- Event planning
- Detail-orientated
- Intermediate skills on Microsoft Office (Excel, Word, PowerPoint)
- Team coordination and management
- Good communication
- Data analysis and reporting
- Managing budgets and basic bookkeeping
- Quick learner with passion and drive
- Work under pressure

Salary and Benefits

- Full time position
- Salary: R6 000– R8 000 per month CTC
- Salary is negotiable based on work experience.

Application

- Complete application form here: <http://bit.ly/WomHubCareers>
- For any queries, email admin@womhub.com
- Application deadline: 28 September 2020



For more information, connect with us at:

info@womeng.com @_WomEng
WomEng womeng.org



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